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SHORTHAND



Graham-Pitmanic

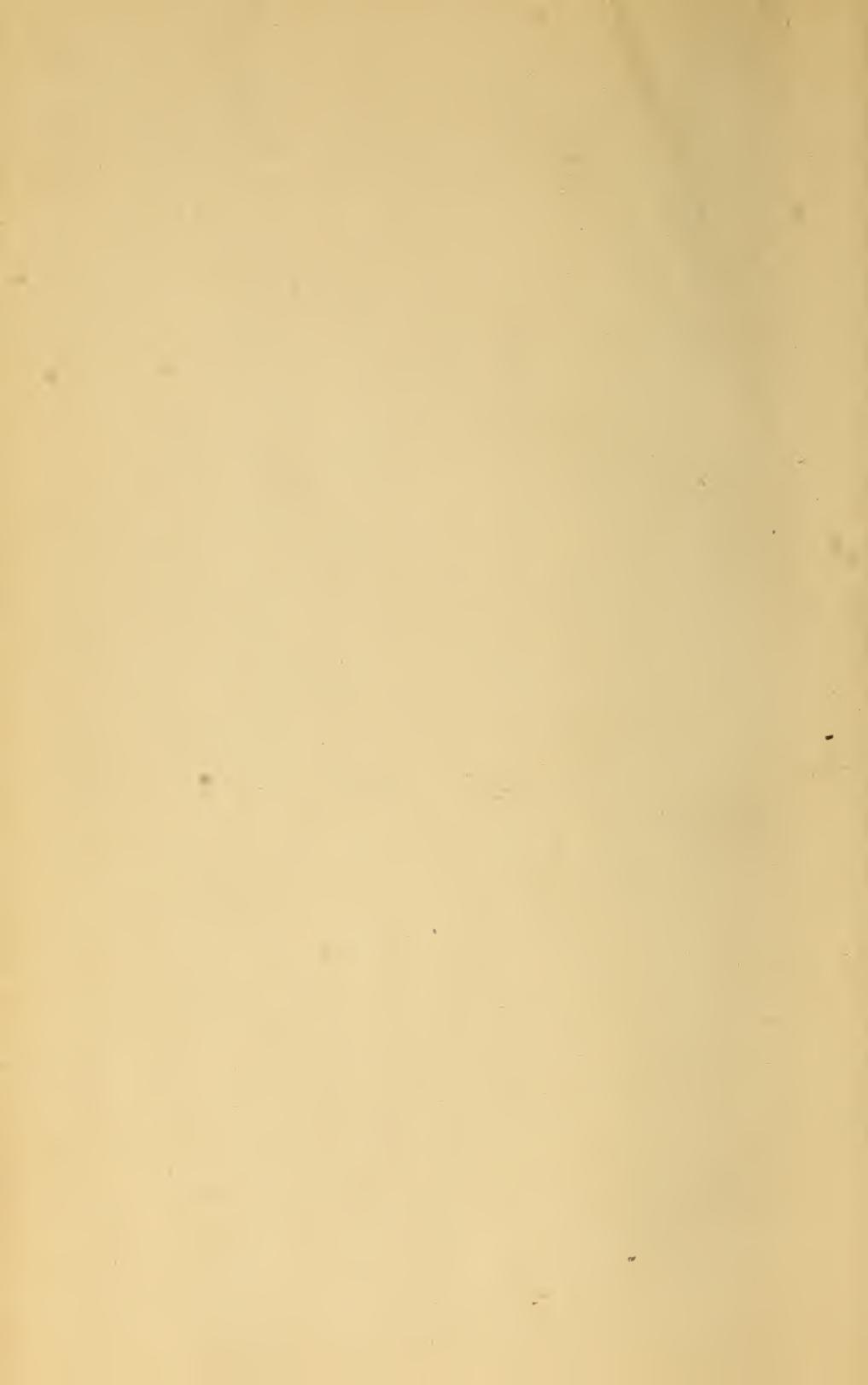


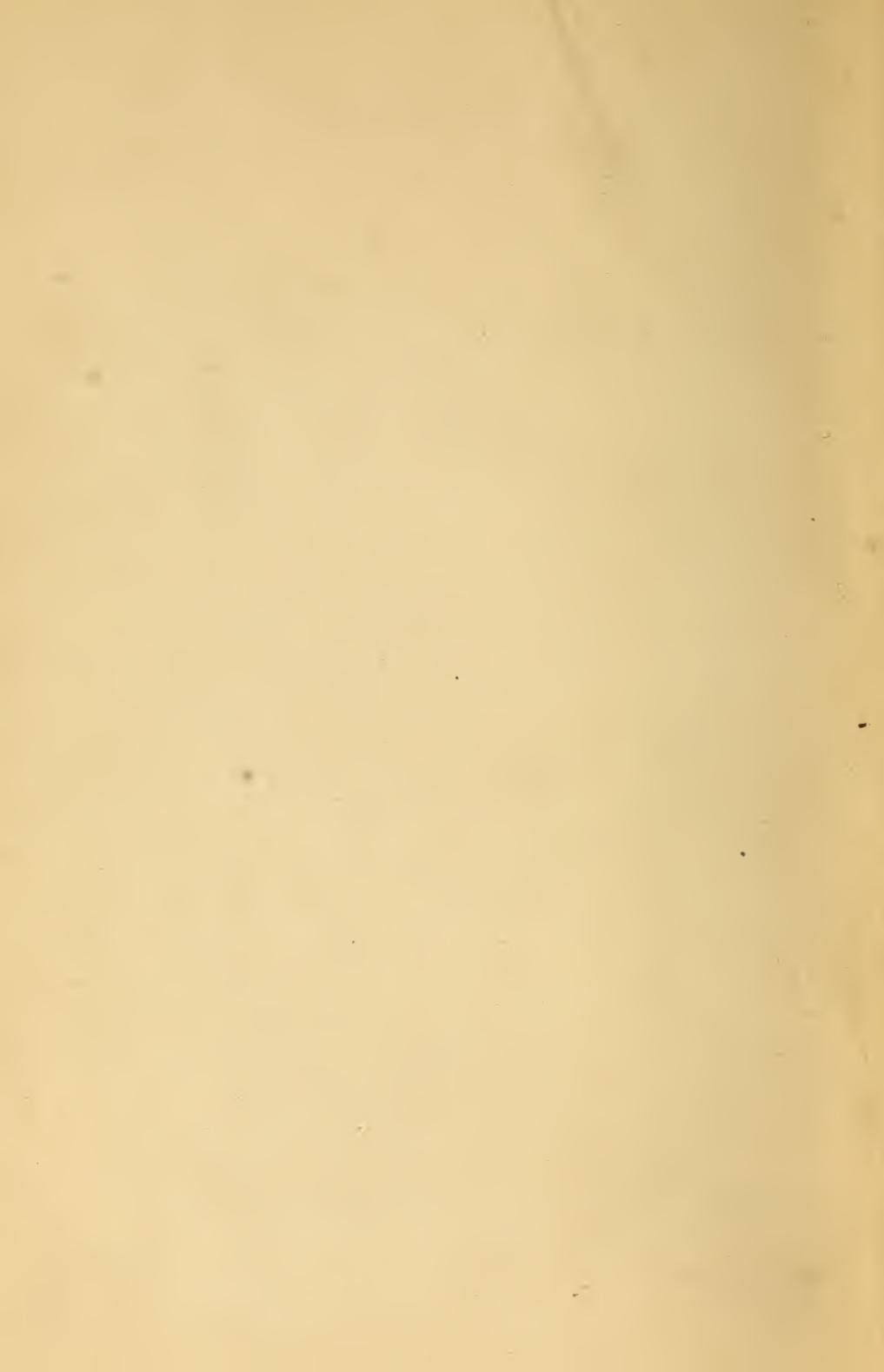
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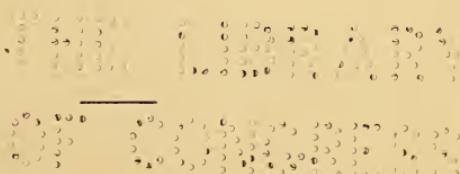
GRAHAM-PITMANIC SHORTHAND

A Complete, Scientific and Practical Presentation of Andrew J.
Graham's Modification of the Pitmanic System
of Shorthand.

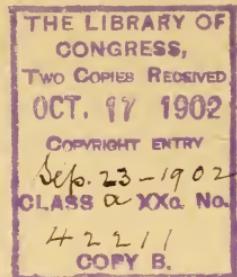
BY

CARRIE A. CLARKE

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Secretary and Treasurer of the Iowa Shorthand Reporters' Association,
Secretary of the Iowa Commercial Teachers' Association,
Member of the National Shorthand Association,
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hand Pocket Dictionary," and Joint Author
of "The Practical Dictation Manual."



PUBLISHED BY
THE COMMERCIAL TEXT BOOK CO.
DES MOINES, IOWA



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PREFACE

After some twenty years of writing and teaching shorthand, the difficulties surrounding the learning of shorthand from Graham's voluminous **HAND BOOK OF STANDARD PHONOGRAPHY** led to the compilation of this volume.

As the title of the book indicates, this is not a new system of shorthand, but the treatment of the subject differs in that the order of presentation of principles is new, the unnecessary rules have been eliminated, legibility and brevity have been combined, and the lessons are fewer in number.

In Graham's Hand Book two styles are taught: first the Corresponding and then the Reporting, necessitating many hours of extra drill to overcome habits formed in the beginning of the work. In this book, Graham-Pitmanic Shorthand, the outline and position of the words are not changed, but the words are written at the commencement of the study just as they are written by the expert shorthand reporter.

The new principles are introduced according to rules of pedagogy, following the laws of nature in the formation of habit and development of manual dexterity; hence, as fewer obstacles are to be overcome, the length of time in acquiring a practical working knowledge of the art is greatly lessened.

The aim has been to make shorthand easy to learn, easy to write, and easy to read, and at the same time sufficiently rapid to meet the requirements of the amanuensis, the general reporter, the court reporter, the congressional reporter.

Each lesson presents a separate principle, contains one hundred words in shorthand to be read, one hundred words in longhand to be written, and two groups of sentences and phrases, to be read and written, embracing and demonstrating the practical use and application of these words, phrases and sentences. Thus early in the acquiring of the art the student's mind is imbued with the thought that the first lessons are as important and practical as are the last.

The shorthand illustrations and reading exercises are photo-engraved from original pen and ink copies executed by Mr. I. H. Carothers. They contain more life than hand-engraved notes, and, therefore, are better for both teacher and learner.

The repeated copying of each example and exercise so beautifully and correctly written is excellent training for both the eye and hand and forms the habit of making neat, accurate, and legible outlines.

The lessons being graded on the 100 per cent basis, makes the book especially efficacious in the public schools, and the exercises in the book being culled from practical letters embracing words from many lines of business, makes it just the book for commercial colleges.

The rules to be learned are few in number, and yet so comprehensive and explicit, that one can learn the art without instruction from a teacher; although as is natural, inspiration gained from contact of the teacher's mind with the mind of the student, incites greater and more continued energetic effort on the part of the student.

This book is dedicated to the memory of Mrs. Agnes B. Martin-Cloud, my friend, companion and co-worker.

Graham's Phonographic Dictionary is cited as authority for all outlines, signs, and phrases, and Webster's International Dictionary for pronunciation and accent.

Fraternally,

CARRIE A. CLARKE.

Des Moines, Iowa, 1902.

CONSONANT STROKES.

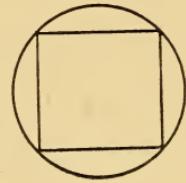
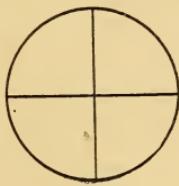
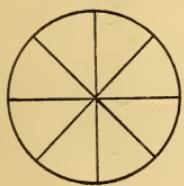
EXAMPLES OF SOUND.

STROKE.	LETTER.	INITIAL.	FINAL.	NAME.
\	P.	<i>pay</i>	<i>top</i>	Pee.
\	B.	<i>beat</i>	<i>tub</i>	Bee.
	T.	<i>tame</i>	<i>omit</i>	Tee.
	D.	<i>dare</i>	<i>red</i>	Dee.
/	Ch.	<i>chair</i>	<i>latch</i>	Chay.
/	J.	<i>just</i>	<i>edge</i>	Jay.
—	K.	<i>kind</i> or <i>can</i>	<i>mock</i>	Kay.
—	G.	<i>gain</i>	<i>log</i>	Gay.
(F.	<i>fame</i>	<i>knife</i>	Ef.
(V.	<i>vote</i>	<i>knav</i> e	Vee.
(Th.	<i>thin</i>	<i>wreath</i>	Ith.
(Th.	<i>them</i>	<i>lathe</i>	Dhee. (Thee)
)	S.	<i>see</i>	<i>chaos</i>	Es.
)	Z.	<i>zeal</i>	<i>ooz</i> e	Zee.
)	Sh.	<i>she</i>	<i>dash</i>	Ish or Shay.
)	Zh.	<i>azure</i>	<i>rouge</i>	Zhay.
(up)	L.	<i>lie</i>	<i>fuel</i>	Lay or El.
(up)	R.	<i>room</i>	<i>fire</i>	Ar.
(up)	R.	<i>rake</i>	<i>fury</i>	Ray
(up)	M.	<i>me</i>	<i>mum</i>	Em.
(up)	Mp. or Mb.		<i>jump</i>	Emp or Emb.
(up)	N.	<i>no</i>	<i>seen</i>	En.
(up)	Ng.		<i>sing</i>	Ing.
(up)	W.	<i>wee</i>	<i>away</i>	Way.
(up)	Y.	<i>yea</i>		Yay.
(up)	H.	<i>hoe</i>		Hay.

SHORTHAND.

Shorthand, or Stenography, is the method of writing by substituting characters for letters, vowels, syllables or whole words.

The Graham-Pitmanic system of shorthand is based upon the circle, divided and subdivided as follows:



By making the simple lines light and heavy, a sufficient number of signs for all the consonants is obtained.

Ruled paper should always be used. Either pen or pencil may be used, though the pen is recommended from the beginning, as it leads to accuracy and beauty in writing that cannot be acquired by the use of the pencil. The pen should be held loosely and in the position required in longhand, but it is advisable also to accustom one's self to holding it between the first and second fingers.

CONSONANT STROKES.

All vertical or slanting strokes excepting Ray, Lay, and Hay are written downward.

All horizontal strokes are written from left to right.

The straight sign for R, called Ray, is invariably written upward at an inclination of thirty degrees, thus distinguishing it from Chay, which is written downward at an inclination of sixty degrees.

Letters used in spelling a word that are not sounded in

pronouncing it, are not expressed in shorthand characters. The word is written according to the sound.

When reading the shorthand characters in Lesson I., trace each stroke with a dry pen, or some sharp instrument, as you read it, and name each stroke as you write it.

Each shorthand lesson in the book is to be written ten times in a tab.

LESSON I.

LESSON I.

Write the following in shorthand:

Pee, Bee, Tee, Dee, Chay, Jay, Kay, Gay, Ray, Hay, Ef, Vee, Ith, Dhee, Es, Zee, Ish, Zhay, Lay, Ar, Em, En, Ing, Emb, Yay, Way, Pee, Gay, Ray, Ing, En, Em, Hay, Jay, Kay, Lay, Ar, Bee, Ef, Ith, Es, Dhee, Zee, Chay, Emb, Vee, Dhee, Hay, Yay, Ing, Gay, Pee, Jay, Bee, Kay, Ray, Zee, Way, Ef, Tee, Way, Ith, Ish, Zhay, Kay, Dhee, Es, Ar, Lay, Emp, Vee, En, Yay, Tee, Ing, Jay, En, Hay, Zee, Ith, Kay, Chay, Es, Gay, Way, Tee, Lay, Ray, Pee, Em, Way, Bee, Chay, Ish, Ar, Ef, Vee, Dhee, Emb, Zhay.

LESSON II.

There are twelve distinct vowel sounds, and four diphthongs in our language. The vowels are represented by light and heavy dots and dashes placed in three positions, and the diphthongs by angles placed in two positions, as is seen in the following table. The stroke Tee is used only to indicate the relative position of the vowels.

VOWELS.

Dot Vowels:

Long	.	é, éve, police
	.	á, á'e, cáré, áir, obey
	.	ä, ärm, fäther
Short	.	í, íll, trýst
	.	é, énd, férn thírsty
	.	ă, ăm, ásk

Dash Vowels:

Long	-	a, all, órb
	-	ó, gó
	-	oo, foód, rúde, dó
Short	-	ó, óld, wáatch
	-	ú, úp, úrn, dóne, wórk
	-	óó, foót, full

DIPHTHONGS.

i, ice, my

oi and oy,
oil, boy

ou, out

ew, few

First position is where the stroke begins.

Second position is the middle of the stroke.

Third position is where the stroke ends.

The consonant strokes making up a shorthand word, form what is called the "outline," and the vowels are always inserted after the outline has been written. Dash vowels are written at right angles with the stroke.

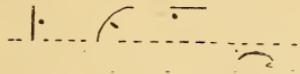
The placing of the vowel to the outline is called "vocalizing."

Read the shorthand word in the same order it is spelled in longhand, that is, from left to right and from top to bottom. A vowel or diphthong placed to the left of a vertical or slanting stroke, or above a horizontal, is read before the stroke; as,



aid, oa:h, a:m, e:g

Placed to the right of a vertical or slanting stroke, or below a horizontal, is read after; as,



day, low, key, imbue

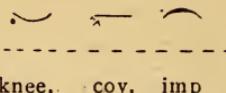
All words are written in the position of the vowel; where there is more than one, the accented vowel governs.

First position for vertical or slanting strokes is one-half the height of the Tee above the line of writing; as,



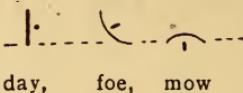
ease, toy

First position for a horizontal stroke is the height of the Tee above the line; as,



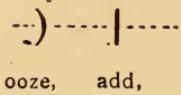
knee, coy, imp

Second position for all strokes is on the line; as,



day, foe, mow

Third position for vertical or slanting strokes is through the line; as,



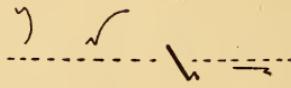
ooze, add,

Third position for horizontal strokes is just below the line of writing; as,



cow, Ann, imbue

When the junction is easy, the diphthongs may be joined to the stroke; as,



ice, oil, bow, cue

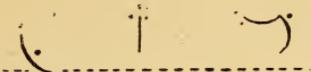
When two concurrent vowels occur together, that which is sounded next before or after the consonant should be written nearest the stroke; as,



idea, payee, iota

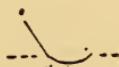
The diphthong "ew" never begins a word nor follows R.

Con, Com, or Cog is expressed by a light dot at the beginning of a stroke; as,



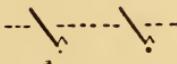
convey, committee, cognizee

Accom is represented by a heavy dot; as,



accompany

A light dot at the end of the stroke affixes "ing" and a heavy dot "ings;" as,



bowing, bowings

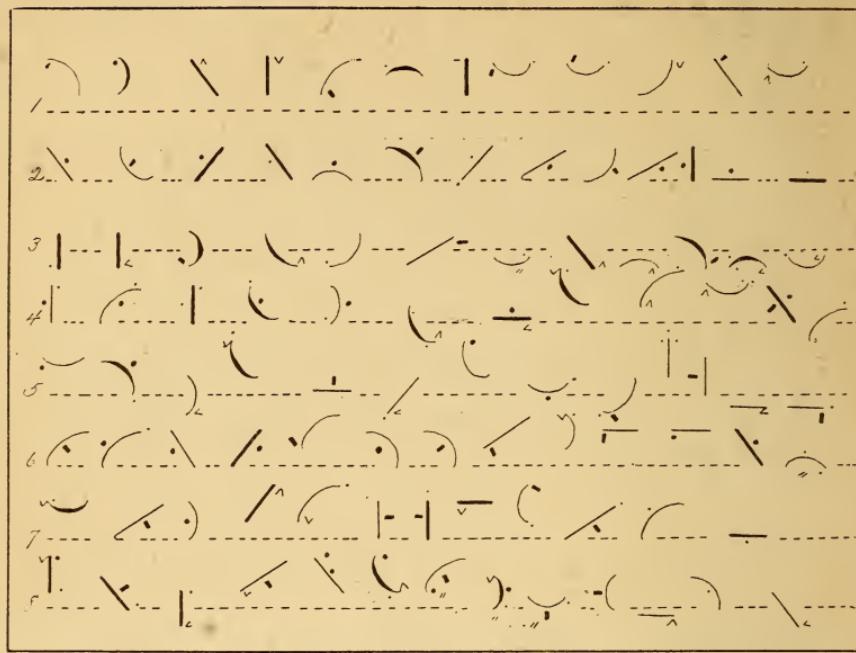
When necessary to indicate that a word should be commenced with a capital letter write two short lines under the outline; as,



Joe, Jake, Emma, Anna

Hand in a transcript of LESSON II., and then write the shorthand ten times in a tab.

LESSON II.



Remember that "accuracy in the beginning is speed in the end."

LESSON II.

Write the following words in shorthand:

1	Inn	35	tea	69	owes
2	off	36	shay	70	eon
3	eve	37	fay	71	Eve
4	thaw	38	oboe	72	Hugh
5	oil	39	Poe	73	hue
6	vie	40	dough	74	bowing
7	arrow	41	sawing	75	mowing
8	adieu	42	Ida	76	eat
9	ado	43	wee	77	sueing
10	ohm	44	pshaw	78	Leah
11	yea	45	rye	79	aiming
12	laying	46	sew	80	easy
13	sea	47	Joe	81	tow
14	sigh	48	Abe	82	Pa
15	coy	49	gnaw	83	Ma
16	ode	50	fie	84	Abbie
17	nigh	51	dying	85	haying
18	ale	52	paying	86	shying
19	oily	53	jawing	87	maying
20	pie	54	buy	88	view
21	ice	55	buying	89	eight
22	thigh	56	hieing	90	ate
23	shoe	57	day	91	conveying
24	beau	58	Lee	92	committing
25	bow	59	toy	93	eke
26	itching	60	Roy	94	ally
27	lieu	61	ill	95	allow
28	loo	62	wooing	96	pea
29	Jew	63	annoying	97	coo
30	abbey	64	eyes	98	mew
31	iota	65	adding	99	moo
32	bee	66	ashy	100	maw
33	Esau	67	eel		
34	essay	68	owed		

WORD SIGNS.

The words of most frequent occurrence are represented by abbreviated forms; that is, certain consonant strokes written in three positions as are vocalized words, but with the vowels omitted. The most suggestive consonant is usually taken as a sign for the whole word, and is called a "word sign."

When several words have the same accented vowel, that word which is in most common use is written on the line. If there is but one word of a certain outline, it is written on the line.

When two or more words have the same outline, and are written in the same same position, the context will indicate which word to use.

The consonant and vowel word signs occur much more frequently than any other words in our language, and should be thoroughly committed to memory.

The figures 1, 2, and 3 denote first, second or third position, while 4 indicates that the stroke is written entirely below the line commencing at the line of writing.

CONSONANT WORD SIGNS.

	Up (2) hope, party, patent, happy (3)		was (2) use (3)
	by (1) be, object-ed (2) to be (3)		wish, she (1) shall (2) issue (3)
	time (1) it, take (2) at, out. took (3)		usual-ly (2)
	dollar, contradic-t (1) do, defendant (2) had, advertise-ment (3)		law (1) will-ing (2) whole, allow (3)
	each (1) which, change-d (2) much, charge-d (3)		here, hear, her, higher (1) are (2) our, hour (3)
	advantage, Jesus (2) large (3)		important, importance (1) improve-ment, may be (2)
	common-ly, kingdom (1) come, came, country (2) to come (3)		in, any (1) no, know (2) own (3)
	give-n (1) together, go, ago (2) to go, to give (3)		me, my (1) may, am, him make (2) home, to him (3)
	if (1) for, fact (2) few, half, affect (3)		thing, English (1) language (2) long, along, length (3)
	ever (1) have (2) however, halve, view (3)		why, Iowa (1) way (2) away (3)
	think (2) thank-ed, thousand, youth (3)		your (2)
	thee, thy (1) they, them (2) though, thou (3)		Ohio (1) holy (3)
	see, saw (1) so, say (2) us, use (2)		

The dash vowel word signs are written in the different directions of the vertical and slanting consonants and are called

..NNIICC ..

Petoid, Betoid, Tetoid, Detoid, Chetoid, Jetoid, Retoid (up)

“OID” is a Greek word meaning like, hence Petoid, like P; Chetoid, like Chay; Retoid, like Ray, etc.

VOWEL WORD SIGNS.

• The (1)
--- · .. a, and, an (2)

＼ all (2)
--- \ .. too, two (2)

＼ of (1)
--- \ .. to (2)

! already, awe (1)
--- ! .. owe, oh, O (2)

! or (1)
--- ! .. but (2)

／ ought (1)
--- / .. who, whom (2)

／ on (1)
--- / .. should (2)

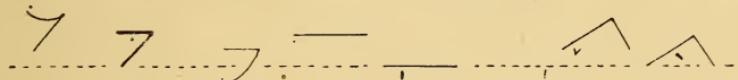
＼ I, eye aye, ay, high (1)

.. / .. he (2)
.. / .. how (3)

LESSON III.

COMBINATION OF CONSONANT STROKES OR THE FORMING OF OUTLINES.

Consonant strokes when joined to others should be written in the same direction as when standing alone, the first vertical or slanting stroke taking the position of the vowel; as,



inch, gauge, cash, kick, coke, cook, ripe, rope

There should always be an angle in combining Ef and En, Vee and En, Lay and Em, and similar strokes; thus,



Ei-En, Vee-En, Lay-Em

When heavy and light strokes are joined without an angle, the shading should be gradual; as,



Dee-Tee, Pee-Bee, Ef-Gay

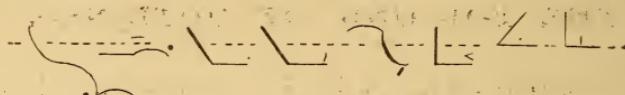
RULES FOR PLACING VOWELS BETWEEN SIMPLE CONSONANT STROKES.

First. All first-place and long second-place vowels are written after the first stroke; as,



team, tick, chalk, top, ripe, boil, bake, joke

Second. All third-place and short second-place vowels are written before the second stroke; as,



farm, calm, back, book, move, duke, check, tuck

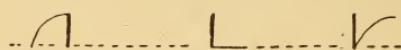
When two vowels occur between two strokes, one should be written to each sign, if convenient; otherwise both written by the same stroke; as,



poet, vowel, tower, duel

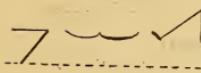
An unaccented vowel is generally represented by the short sound of the letter used in the common spelling of the word.

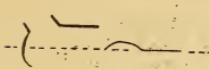
It is not necessary to insert the vowel when the name of the outline and the word are the same; as,



Lay-Dee, lady; Dee-Kay, decay; Dee-Lay, delay

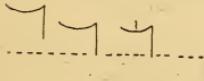
CONTRACTIONS.

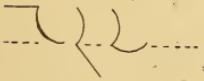
 Acknowledgement
anything
all right

 although
altogether
America

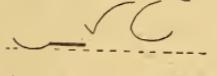
 arrangement
assembled-y
efficient-cy

 become, became
to become,
effect

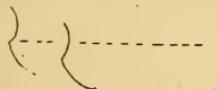
 entitle
into
unto

 equivalent
especially
essential

 capacity
familiar-ity
forever

 neglect
highly, I will
Illinois

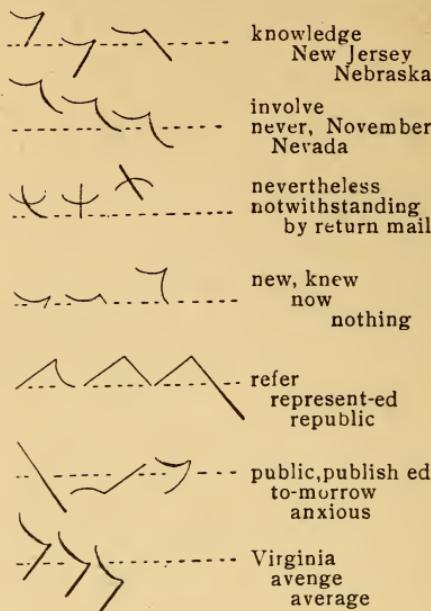
 inferior
infer-red, enough
magnificent-ce

 so far
useful

 irregular-ity
regu'lar
peculiar-ly-ity

 January
February
March

 legislate-ure-tion
manufacture-r-ory
memory, memoranda-um



PHRASES AND TICKS.

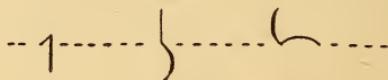
The joining of words together in phrases or clauses materially increases speed and legibility in writing shorthand.

Usually the first word of a phrase is written in its correct position, and the other words follow without regard to their position.

Whenever the hyphen is used between words it indicates that they should be joined as a phrase.

GENERAL RULES FOR PHRASING.

A noun or pronoun of frequent occurrence is often joined to a following verb; as,



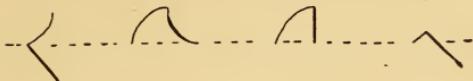
he-had, it-was, they-may

A word and its modifiers may be joined; as,



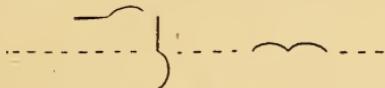
a-long-time, come-into

The parts of a verb may be joined; as,



shall-be, will-have, will-do, should-be

A verb and a noun or a pronoun may be joined; as,



give-me, do-so, make-him

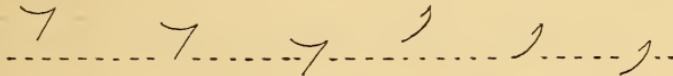
Do not join words which are not naturally spoken together.

Do not join words where the junction would be awkward or contrary to the rules for joining strokes.

Do not use phrases that extend too far below or above the line.

Do not employ long phrases.

When the first word of a phrase is a horizontal stroke or tick written in the first position, the distance above the line may be changed as long as it does not touch the line; as,



in-each, in-which, in-much; I-wish, I-shall, I-issue

“THE” may be written in phrases by the tick Chetoid or Retoid joined to the preceding word; as,



for-the, in-the, at-the, do-the, which-the, give-the, may-the

The affix "ING" followed by the word "THE" is expressed by writing the tick for THE in place of the dot, choosing the tick which makes the sharpest angle; as,

having-the, doing-the, giving-the, thinking-the, making-the

"A, AN or AND" may be written in phrases by joining the tick Ketoid or Tetoid to a preceding or following word; as,

in-a, use-a, and-it, for-a, and-in a, and-for-a

The affix "ING" followed by the word "A, AN or AND" is expressed by writing the tick Ketoid or Tetoid in place of the dot, choosing the tick which makes the sharpest angle; as,

taking-a, having-a, using-a

"I" is sometimes joined to a following word by one-half of the sign using Petoid before Lay, Em, Emp or Emb; Chetoid before Ar; and Retoid in all other cases; and is represented in the middle of a phrase by Tetoid or Ketoid; as,

I-think, I-am, I-hear, I-may-be, for-I-may, for-I-will, so-I-do

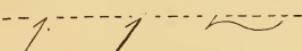
"HE" is sometimes joined to a following word, always commencing in the second position; to a preceding word, tak-

ing the position of the word, and in the middle of a phrase by Chetoid or Retoid; as,



he-was, he-will, he-may; if he, had-he, if-he-will

“HOW” is written the same as “HE” only commencing in the third position; as,



how-much, how-large, how-many

“ON,” “SHOULD” and “HE” when standing alone are written downward; in phrases, upward or downward according to convenience.

“TO” or “TO THE” before descending or horizontal strokes may be implied by writing a word entirely below the line (called the Fourth Position); as,



to-see, to-do, to-him; to-the-effect, to-the-time, to-the-country

“OF,” “OF-THE,” or “OF-A” may be implied by writing the following word near or joined to the preceding.

PHRASES TO BE COMMITTED TO MEMORY.



of-the, to-the, on-the, should-the, should-he, or-the, or-he, but-the, but-he, of-a,



to-a, on-a, should-a, or-a, but-a, and-but, and-a, and-should, and-he, and-the

PUNCTUATION.

The marks of punctuation are represented in shorthand as follows:

The period by a double length Chay or a small cross; as,



The comma, semicolon, colon and quotation marks the same as in longhand.

The exclamation the same as in longhand excepting a small cross is used in place of the dot; as,



The interrogation is represented thus



The dash is represented by a wavy line; as,



The hyphen is represented thus =

The paragraph is represented by a double long period; as,



Laughter is represented by



LESSON III.

LESSON III.

Write the following words and sentences in shorthand:

1	Keep	35	tomato	69	needy
2	top	36	outrage	70	fame
3	beam	37	minute	71	an-inch
4	teach	38	monk	72	pitching-a
5	knife	39	vague	73	veto
6	knock	40	enigma	74	dodge
7	copy	41	monied	75	bouquet
8	king	42	comb	76	envy
9	dig	43	cubic	77	bushy
10	vim	44	tomb	78	defy
11	deep	45	poking-the	79	map
12	beach	46	joke	80	penny
13	mocking-the	47	ditch	81	melody
14	pope	48	chimney	82	continue-the
15	jump	49	muddy	83	vacate
16	beg	50	thick	84	Canada
17	baby	51	bevy	85	both
18	peck	52	foggy	86	nap
19	bump	53	knack	87	pity
20	community	54	dog	88	decay
21	maim	55	peach	89	motto
22	cup	56	shape	90	mummy
23	dome	57	puffy	91	acute
24	tag	58	many	92	liked
25	tooth	59	Tom	93	nook
26	match-the	60	push	94	dumb
27	packing-a	61	mimic	95	delay
28	palm	62	cabbage	96	catch
29	dupe	63	cape	97	cake
30	gnash	64	embalm	98	Jacob
31	tab	65	copying	99	Timothy
32	couch	66	occupy-a	100	Dick
33	shook	67	cab		
34	duty	68	pipe		

1. Anything will-become familiar by copying it.
2. They are entitled to-nothing if they continue to-ape the English.
3. It-was peculiar for-him to-say-anything to-him.
4. The manufacturer had-an-advertisement in-the new book which-was published in-January.
5. It-may-be a-familiar poem for-which they-ask.
6. It-was my wish to-go on forever.
7. Notwithstanding her peculiar way, she-was usually happy.
8. They-who talk too-much effect nothing.
9. I-shall make-the usual monthly acknowledgement.
10. They-may-move to-Dakota any-day.
11. The memorandum was-an-important-thing for-them to-have.

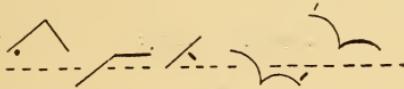
LESSON IV.

R==L==SH.

As two different strokes are given to represent each of the letters, R and L and the combination SH, it will be necessary to observe the following rules:

R.

1. When a word begins with R use Ray, excepting before M, EMP or EMB, when Ar is always used; as,



reap, rag, row, room, romp

2. When R at the beginning of a word is preceded by a vowel use Ar, except before Tee, Dee, Chay, Jay, Ith, Dhee, Es or En, when Ray is always used; as,



ark, car, arch, urge, earth

3. When a word ends with R use Ar except after Em, Emb, Ray, Dhee or Ith, when Ray is always used; as,

poor, door, mar. Thayer, impair

4. When R at the end of a word is followed by a vowel, use Ray; as,

dowry, terry, cherry

5. For words beginning and ending with R use two Rays, and always use Ray after Hay; as,

rare, mohair

Ray may follow Ar, but Ar never follows Ray; as,

Aurora, terror

L.

1. When L is the only consonant stroke in a word use Lay; as,

low, ale

2. When a word begins with L use Lay unless followed

by Ing, Emp, Emb, Gay or En when EL the downward stroke is used; as,



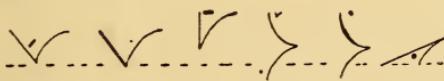
like, leap, laugh, lamp, lag, lion, lung

3. When L at the beginning of a word is preceded by a vowel and followed by Kay or Em use El; in all other cases use Lay; as,



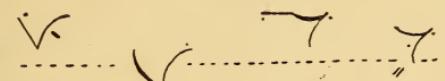
elk, elm; elbow, alarm

4. When a word ends with L use Lay excepting after Ef, Vee and Ray; as,



pole, bell, tail, nle, veal, rail

5. When L at the end of a word is followed by a vowel use Lay; unless preceded by En or Ing when El is used; as,



pillow, valley, kingly, Nellie

SH.

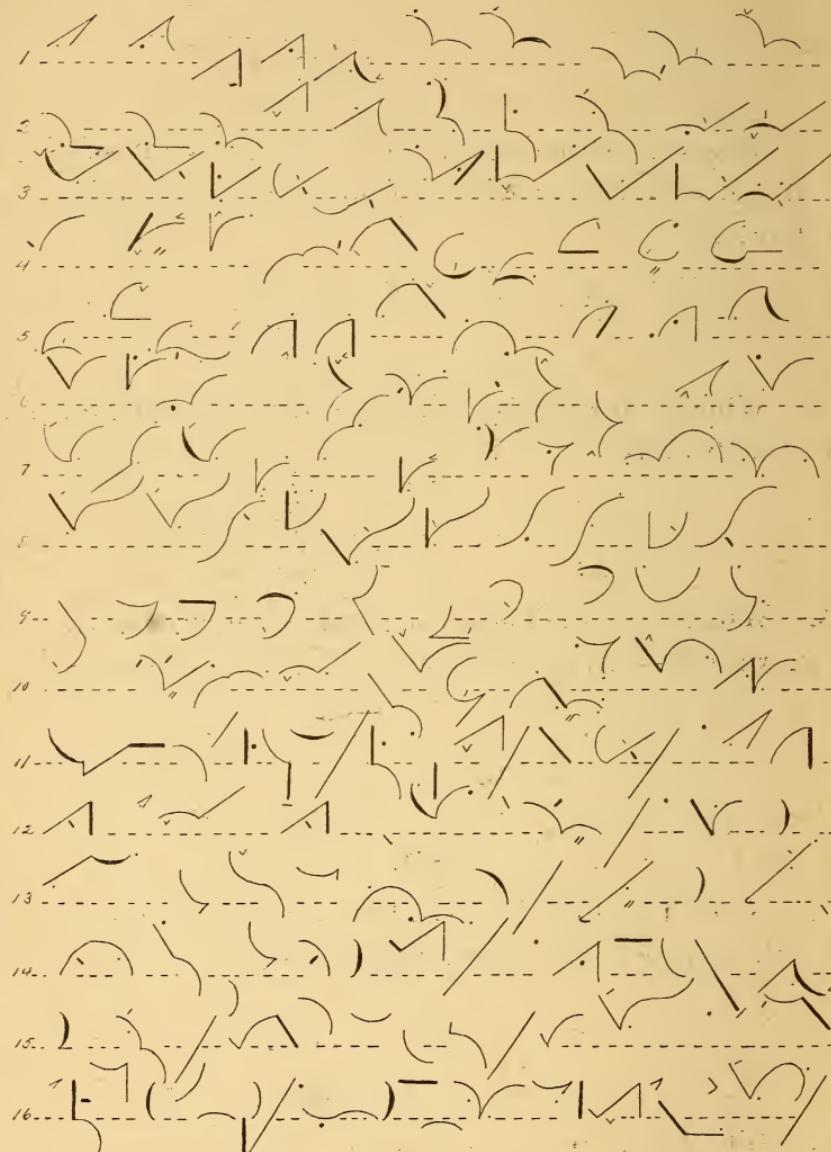
1. After Tee, Dee, Lay and before Lay the stroke for SH is written upward and called SHAY; as,



tissue, dash, lash, shoal

2. When standing alone and in all cases not mentioned above use the downward stroke called ISH.

LESSON IV.



Write the following words, phrases and sentences in short-hand:

1	Daily	35	toiler	69	rocky
2	meal	36	buyer	70	veer
3	lodge	37	theory	71	lull
4	elf	38	rut	72	lime
5	Alleghany	39	curry	73	illume
6	mellow	40	Rome	74	allied
7	shawl	41	ship	75	pillar
8	aloof	42	rung	76	Nellie
9	love	43	tire	77	Mary
10	tile	44	fair	78	Elijah
11	Shiloh	45	tory	79	Elisha
12	filly	46	wrong	80	rim
13	gully	47	marry	81	leak
14	alive	48	layer	82	pail
15	mash	49	dowry	83	tar
16	bailing	50	array	84	revive
17	lank	51	shady	85	levy
18	molar	52	shadow	86	levee
19	alight	53	lazy	87	shabby
20	lack	54	elbow	88	shaggy
21	leaping-the	55	lug	89	marshy
22	mileage	56	foliage	90	shocking
23	mulish	57	mulatto	91	luck
24	allure	58	alto	92	Lottie
25	rail	59	lip	93	chamois
26	luggage	60	launching	94	tarry
27	vary	61	loop	95	jolly
28	chore	62	pull	96	lark
29	Rambo	63	Lula	97	thoroughfare
30	fire	64	ferry	98	aroma
31	locate	65	fur	99	marrow
32	latch	66	lear	100	shampoo
33	boil	67	bar		
34	lathe	68	ruin		

1. The leaf of the tall elm on the ledge up the valley was of a dullish hue.
2. The early oat-meal they had in the mill was lumpy and mushy.
3. Leon will leave the luggage at the depot, and take Ella and the boy to lunch.
4. The foliage of the bush in the valley was in a pile ready for a big fire, which was to be had in a day or two.
5. An alimony of two thousand in cash was given to the lady.
6. The miller was ill a long time in Illinois, but moving to Alabama, the change of air improved him.
7. The law will be effectual in Keokuk, Iowa, if the mayor will but see to it.
8. The boy was willing to do nothing in the way of aiding them.
9. If they wish to borrow money, they usually go to Levi Larrabee.
10. Laura will, early in the day, should it be fair, take the road at the back of my home and go to Erie for a row of a mile or two on the lake.

LESSON V.

ISS-CIRCLE.

On account of the frequent occurrence of the letter S, there is besides the consonant stroke a small circle called "Iss" which expresses both S and Z.

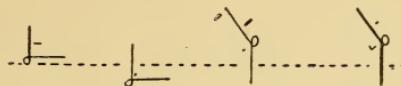
The Iss- Circle is used at the beginning, in the middle and at the end of words, and is written:

1. At the beginning and end of straight strokes, also between straight strokes running in the same direction, with a motion opposite to that of the hands of a clock; as,



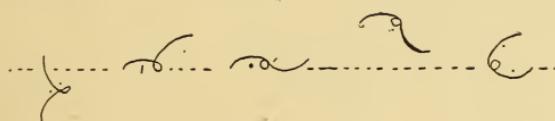
suppose, tasty

2. Between crossing strokes, on the outside of the angle; as,



dusk, task, opposite beside,

3. Between curves in the most convenient way, generally on the inner side of the first curve, and always on the under side of Em, Emp and Emb; as,



facile, muscle, mason, missive, lessen

4. On curves, and between straight lines and curves on the inside of the curve, following the direction of the curve; as,



face dozen, chosen, raisin

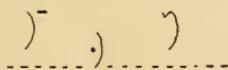
When the circle is at the beginning of a stroke, it is read before the stroke and all vowels; at the end, after all.

The rule for placing vowels between simple consonant strokes given on P. 19 does not apply to words having medial circles, loops, or hooks.

RULES FOR S.

When a word begins with S use Iss, excepting

1. When S is the only consonant in a word use Es; as



saw, ace ice,

2. When two vowels follow or precede S use Es; as,

science, chaos

3. When S at the beginning of a word is preceded by an initial vowel, use Es; as,

ask, assignee

4. When S at the end of the word is followed by a final vowel use Es; as,

racy

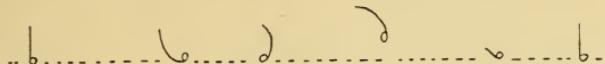
5. When the only consonants in a word are two S's use Ess-Is; as,

cease, sauce

6. When a word begins with Z, or when Z at the end of a word is followed by a vowel, always use Zee; as,

zeal, zealous, zero, lazy, cozy

The words "Is, his, as, has, self and us" may be added to the word signs by joining the Iss-Circle; as,



it-is, for-his, so-as, herself, to-us, it-has

The plural number or possessive case of a noun, and the third person, singular of a verb in the present tense, may be represented by joining the Iss-Circle; as,



party, parties, party's; give, gives

If the word already ends with Iss enlarge the circle; as,



influence, influences

1. The Iss-Circle is prefixed to the Hay stroke by closing the hook, but this combination is seldom used.

2. Strokes with the Iss-Circle either prefixed or affixed are named thus: Pee, Spee, Pees, Spees; Ef, Sef, Efs, Sefs, etc.

ISS WORD SIGNS AND CONTRACTIONS.

possible-ity (1)
posterior (2)
hopes (3)

speak, super-ior-ity (1)
expect-ed ation (2)
special-ly-ty (3)

times (1)
its, it-is, it-has, takes.
take-his (2)
itself, at-his (3)

these, thyself (1)
this (2)
those, thus (3)

simple (1)
somebody, exemplify (2)
sample, example (3)

influence (1)
commence (2)
owns (3)

Miss, myself (1)
makes, make-his-us (2)
homes (3)

similar ity (1)
some (2)
consume (3)

is, his (1)
as, has (2)
exceed (1)

subordinate (1)
subject (2)
business (1)

city, citizen (1)
satisfactory-fy-ied (3)
suggest (2)

single (1)
as-long (2)
signature, signify (1)

because, exquisite-ness (1)
comes, co's (2)
excuse (3)

several, savior (2)
visible (1)
executor

impossible-ity (1)
improves-ments (2)
exchange

hers, herself, hears (1)
ours, ourself (3)
south (2)

agency
always
also

discharge
disadvantage
discrepancy

December
designate
domestic

Mrs.
Messrs.
Missouri

something
sufficient-cy
testimony

as-a
as-to-a
as-to-the

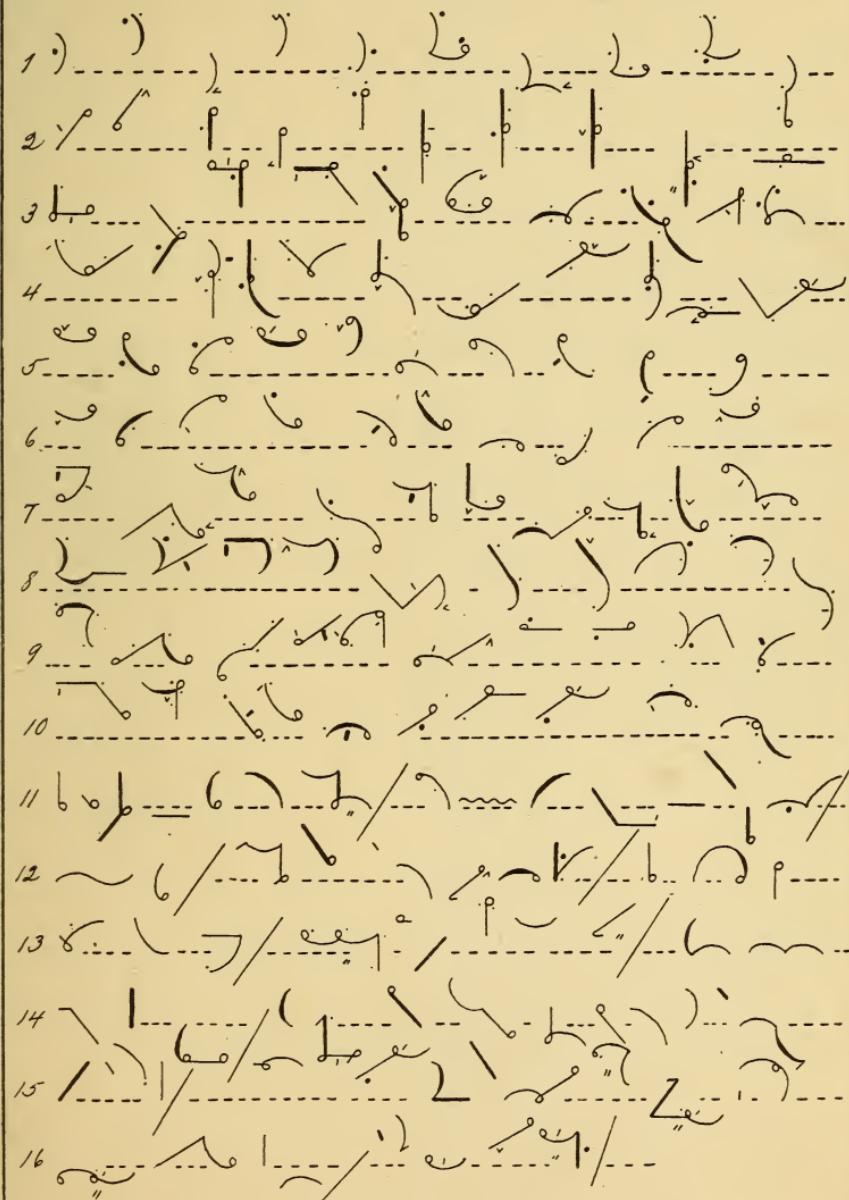
as-the
is-a
is-the

of-us, -of-his
to-us, to-his
is-to

I-said
he-said
he-is

it-is-the
for-us, for-his
soon (2 or 3)

LESSON V.



LESSON V.

Write the following words, phrases and sentences in short-hand:

1	Essay	35	race	69	incite
2	sat	36	pages	70	besiege
3	daisy	37	pass	71	amuse
4	says	38	muscle	72	imbecile
5	sight	39	cousin	73	soda
6	cite	40	escape	74	seed
7	asking-a	41	convince	75	disguise
8	poison	42	seem	76	passive
9	same	43	message	77	fallacy
10	sore	44	assail	78	assay
11	chosen	45	slower	79	disposing
12	museum	46	anxious	80	embassy
13	ceiling	47	piece	81	misuse
14	city	48	sitting	82	safe
15	sons	49	beseech	83	magazine
16	tax	50	cause	84	Minnesota
17	tacks	51	dispose	85	sill
18	ambitious	52	sown	86	aside
19	fasten	53	snows	87	side
20	space	54	spy	88	acid
21	dizzy	55	pies	89	rosy
22	sell	56	design	90	pious
23	pause	57	slow	91	sense
24	joys	58	gas	92	spice
25	does	59	muzzle	93	spicy
26	signs	60	sag	94	lace
27	receive	61	sigh	95	Memphis
28	sought	62	desk	96	testy
29	sad	63	seek	97	opposite
30	nuisance	64	chose	98	stay
31	sinks	65	choose	99	fussy
32	aches	66	misjudge	100	Ezra
34	gaze	67	conceal		
34	rose	68	basin		

1. It-is simply-impossible for-me to-answer the dispatch to-day, for I-have no-knowledge of-his business capacity.
2. I-assume-the agency in-Tennessee will ask for-a-reference if-they decide to-keep-him in-the office.
3. I-am-sorry to-say-the sales at-the office are much less this month.
4. I-am satisfied I-know-the reason why she-was discharged.
5. Miss Mary Snow is expected to-be here to-commence taking music lessons on-Tuesday.
6. Messrs. Snell and Snode have-had-the notice of-the suit published in-several of-the magazines.
7. As-to-the influence this will have on-the Czar it-is impossible to-say.
8. James is satisfied and-happy for he-thinks he-will see his home folks in a-few-days.
9. His example was conducive to-right living, causing them to-wish to-live up to-a high ideal.
10. The sample case of books came several-days ago.

LESSON VI.

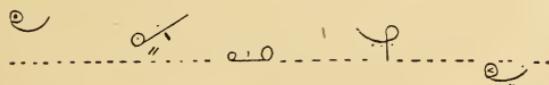
STEH, SES, AND STER.

St and Zd are represented by a small loop called Steh either at the beginning or end of a word; as,



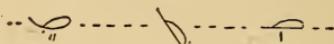
steep, paused, paste

Ses, sez, sis, and similar sounds are represented by a large circle called "SES" which is vocalized by placing the dot or dash vowel of any position within the circle, and may be written at the beginning, middle or end of words; as,



season, Cicero, success, necessity, Susan

Ster, stor or sture, *at the end* of a word is represented by a large loop called "STER;" as,

---  ---

Nestor, pastor, coaster

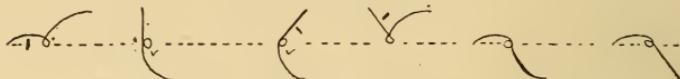
The rules governing the Iss-Circle are applied.

A small circle may be added to Ses, Steh and Ster; as,

---  ---

pastors, possesses, posts

The consonant T may be omitted when it occurs between S and another consonant in the middle of a word; as,

---  ---

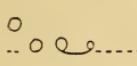
mostly, testify, justify, postal, must-have, must-be

The word "Selves" may be represented by enlarging the Iss-Circle or adding "SES;" as,

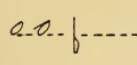
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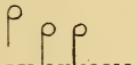
yours, yourself yourselves, themselves

SES AND STEH WORD SIGNS AND CONTRACTIONS.

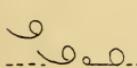
 is-as, is-his, his-is, his-has (1)
as-his, as-has, has-has, has-as (2)
as-soon-as (2)

 suspicion-cious (1)
suspect-ed (2)
exasperate-d-ation (3)

 first (2)
the-first (2)
at-first (3)

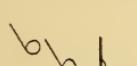
 consist (1)
system, exist (2)
is-said (2)

 commonest (1)
exterior (2)
exercise, excess (2)

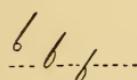
 United States, influences (1)
necessary, commences-ments (2)
success-fully (2)

 themselves, this-is, this-has (2)
assist-ed-ance-ant (2)
enthusiast-ic-ical-m (2)

 influenced, inst. (1)
next, commenced (2)
stenographer-v-ic (2)

 possib lities (1)
possess (2)
distinct-ly-ion (2)

 southeast (2)
southwest (2)
step-by-step (2)

 religious-ly-ness (1)
just, justice (2)
largest,

 must-have
must-be
justify,

 yourselves (2)
ourselves (3)
Mississippi (1)

LESSON VI.

1. *is*
 2. *is*
 3. *is*
 4. *is*
 5. *is*
 6. *is*
 7. *is*
 8. *is*
 9. *is*
 10. *is*
 11. *is*
 12. *is*
 13. *is*
 14. *is*
 15. *is*
 16. *is* *is*

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LESSON VI.

Write the following words, phrases and sentences in short-hand:

1	Study	35	refuses	70	consignee
2	refused	36	abscesses	71	style
3	supposed	37	taxed	72	molasses
4	boast	38	forced	73	chest
5	possessed	39	impost	74	enticed
6	molest	40	rejoices	75	fuses
7	decisive	41	supposes	76	successor
8	zest	42	postage	77	waste
9	lost	43	customary	78	exposes
10	sliced	44	domestic	79	reposes
11	jest	45	opposes	80	senses
12	access	46	notices	81	studious
13	sufficed	47	Rochester	82	steady
14	steps	48	Lancaster	83	phases
15	August	49	stop	84	amuses
16	confessed	50	misting	85	convinces
17	pessimist	51	steer	86	suffuses
18	announced	52	tasteless	87	cheapest
19	earliest	53	effaced	88	ballast
20	invest	54	custom	89	discusses
21	imposes	55	causes	90	stamps
22	taxes	56	richest	91	advised
23	amanuensis	57	accuses	92	status
24	devised	58	joists	93	offices
25	costs	59	induces	94	revises
26	stairs	60	nieces	95	spices
27	stood	61	utmost	96	conducts
28	state	62	amazed	97	axis
29	leases	63	services	98	tastes
30	missed	64	emphasis	99	amasses
31	hoist	65	disposed	100	solaces
32	arrests	66	saddest		
33	foster	67	deposes		
34	stating	68	basis		

1. As-soon-as-he commenced studying stenography, which-was-necessary for-his success, his business improved each day.
2. This system was-the best in-use at-the-time he-was ready to-study.
3. This-is-the-most successful assistant I-have-had in-my office for-some time.
4. If-these laws are enforced, I-fear-the success of-the-cause will of necessity be lost.
5. They own several stores and houses in-the state of Mississippi.
6. They expect to go on a long tour, and-to visit many of-the cities in-the United States.

REVIEW QUESTIONS.

Consonants, Vowels, Position, and Phrases.

1. In what direction are the horizontal strokes written?
2. What three strokes are written up when standing alone?
3. What is first position for a horizontal stroke? For a perpendicular or slanting stroke?
4. How many dash-vowels are there and how many dot? How are the dash vowels written with reference to the stroke?
5. How many diphthongs are there and in how many positions are they written?
6. Give the rule for placing first-place vowels between the strokes, second-place vowels and third-place vowels.
7. If two concurrent vowels come before or after the stroke in what order are they written?
8. When two vowels occur between two strokes how should they be written?
9. An unaccented vowel is represented by what sound?

10. How is the position of an outline determined?
11. Give the names of the two ways of writing the consonant strokes for R, L, and SH.
12. How is R always written when it is initial and followed by Em, Emp or Emb?
13. How is R always written when it is the last consonant in a word and preceded by Em, Emp, Emb, Ith or Dhee?
14. When the consonant stroke for SH is preceded by Tee, Dee or Lay, which stroke should be used, Ish or Shay?
15. How is Z at the beginning of a word always written, and what other character may represent this sound at the end?
16. Write the Iss-Circle between Tee-Kay, Pee-Tee, Em-En, Ray-En, Lay-Tee, Tee-Tee, Pee-En, Tee-Emp, Dee-En, Ith-Em.
17. Is the Ster Loop ever used at the beginning of a word or in the middle of an outline?
18. Which word of a phrase generally governs the position of the phrase?
19. Where is the tick for I written when it begins a phrase? He, should, and how?
20. Write the following groups of words in shorthand phrases: Which is, it may have, he must, I will write, I suppose, at this, how soon, I have seen, it should be, if I may.
21. How are the syllables con, com or cog at the beginning of a word represented?
22. A heavy dot at the end of a stroke represents what syllable?

23. Write the shorthand character for the period, the interrogation and the dash.

24. How do you indicate that a word should be commenced with a capital?

25. What is said about the consonant and vowel word signs and the learning of them?

LESSON VII.

There are brief signs called

--c---->--- u ----- o---

Weh, Wuh, Yeh and Yuh

for the consonants W and Y.

When a word begins with W use the brief sign, according to the rules given below, excepting in the following case use WAY or YAY:

1. When W or Y is the only consonant; as,

Y...C

woe, yea

2. When W is preceded by an initial vowel; as,

Y...-

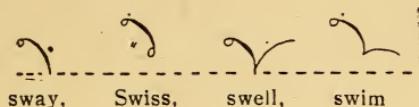
awoke

3. When W or Y is followed by S, St, or Ster; as,

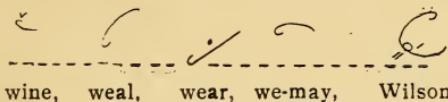
Y... Y... S... Y... -

wise, west, yeast, Worcester, yester

4. When initial SW are the only consonants in a word, or when they are followed by Bee, Pee, Kay, Gay, Em, Emp, Emb, Ing, or Lay; as,



Weh is joined as a hook to Em, En, Lay, El and Ray; as,

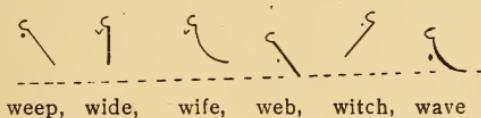


When W is joined as a hook to Em, En, Lay, or Ray they are called Wem, Wen, Wel, and Wer.

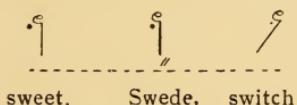
The Iss-Circle *cannot* be written within these hooks excepting on Wer; as,



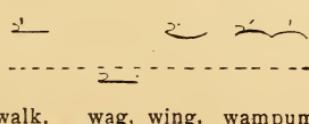
Wch is joined at an angle to all upright or slanting strokes; as,



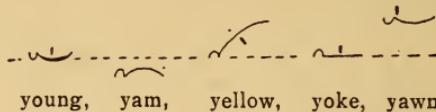
The Iss-Circle is prefixed to the brief Weh angle when followed by Tee, Dee, Chay, Jay, Ef, or Vee; as,



Wuh is used before Kay, Gay, Emp, Emb and Ing; as,



Yeh and Yuh are always joined at an angle according to convenience; as,



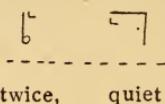
young, yam, yellow, yoke, yawn

When W or Y occurs in the middle of a word and cannot be conveniently joined to the following stroke, the brief signs take the place of the vowel and represent the sound of W or Y before the vowel. Weh is used for the dots, Wuh for the dashes, and these signs are made heavy or light as the vowels are long or short; as,



quake, quota, quill, quell, quack

A right angle in the first position in the middle of words expresses WI; as,



twice, quiet

A left angle represents WOI; as,



buoy

H.

Vowels and diphthongs may be aspirated by placing a light dot before them; as,



hide, hit, heap, hoop, white

When a word begins with H use the dot, excepting in the following cases use Hay:

1. When H is the only consonant; as,



hoe

2. When H is preceded by an initial vowel; as,



ahead

3. When H is followed by the sound of s or z; as,



hose, house

4. When H is followed by a stroke which is followed by a vowel; as,



honey, haughty

Weh, Wuh, Yeh and Yuh may be enlarged to add another brief W or Y word sign, and are named



Wehweh, Wuhwuh, Wehyeh, Wuhyuh, Yehweh, Yuhwuh

“We,” “were,” “with” may be joined to other words with a hook, taking their respective positions, forming such phrases as “We-receive, we-refer, we-represent,” etc.

All phrases beginning with “you” take the position of the word sign.

“You” may be written, in phrasing, on the convex side of curves, and may also be prefixed to straight strokes as a hook.

W WORD SIGNS.

‘ C We (1)
----- we-were, we-would (1)

‘ C C with (1)
----- with-what (1)
----- with-you (1)

... C C were (2)
----- were-we (2)
----- were-you (2)

‘ D what (1)
----- what-with, what-would (1)

... D D would (2)
----- would-we (2)
----- would-you (2)

‘ V ye, year (1)
----- yet (2)

‘ ^ beyond (1)
----- you (2)
----- you were (2)

‘ C C you-would (2)
----- we-will, while (1)
----- well (2)

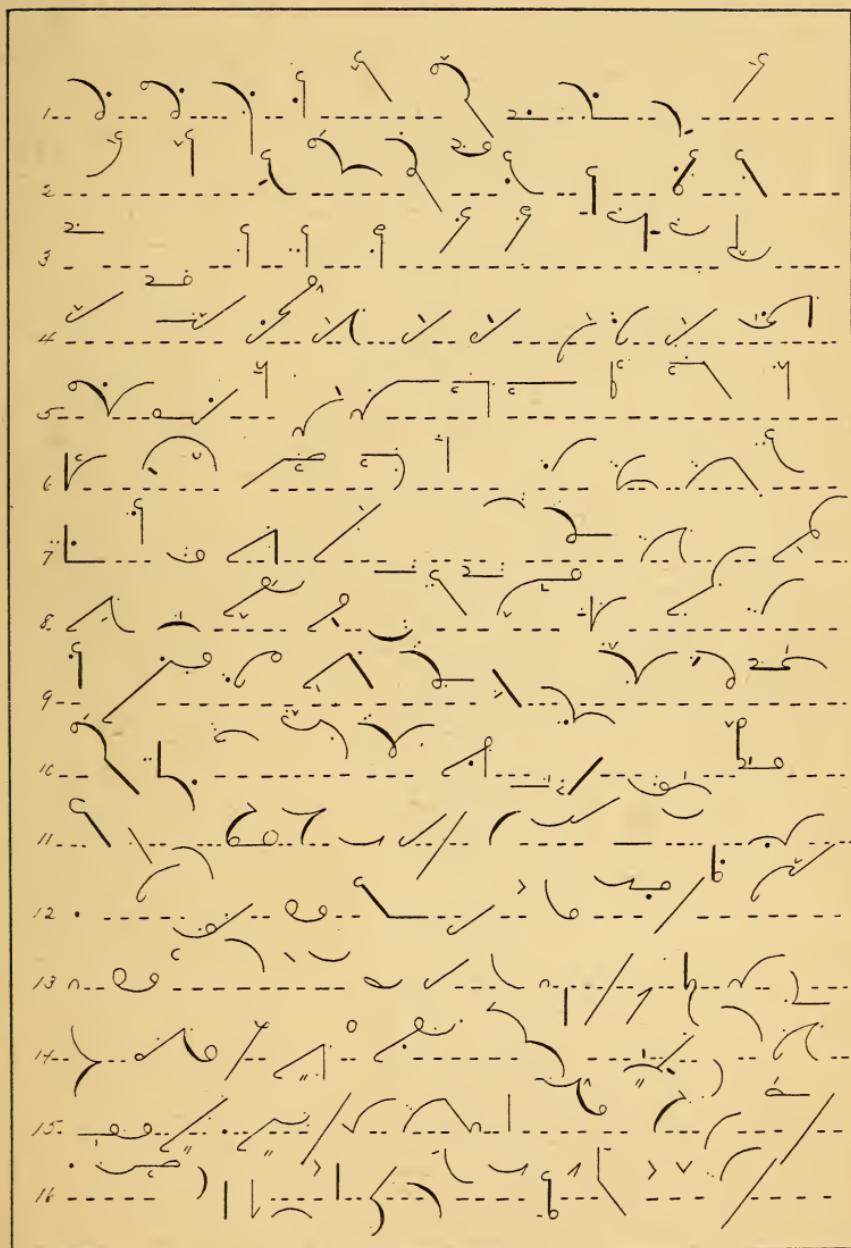
‘ J J we-are, with our (1)
----- where, work (2)
----- away

‘ ~ we-may, with-may, with-my, warm (1)
----- with-him

‘ C C when, we-know, with-no (1)
----- one (2)
----- whenever (2)

‘ A A wherever (1)
----- inquire, anywhere (1)
----- nowhere (2)

LESSON VII.



LESSON VII.

Write the following words, phrases and sentences in short-hand:

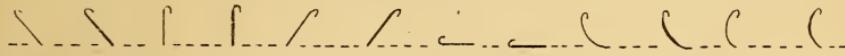
1	Twain	35	windy	69	Epworth
2	war	36	twinge	70	widow
3	swallow	37	whinney	71	swarm
4	swing	38	quest	72	worthless
5	wily	39	quietus	73	hames
6	worse	40	acquit	74	hassock
7	Edwin	41	twisting	75	haul
8	unison	42	quench	76	haunches
9	quizzing	43	wives	77	haddock
10	unity	44	hum	78	heedless
11	hod	45	haw	79	harass
12	hale	46	hush	80	winsome
13	hog	47	whist	81	harvester
14	whoop	48	hollow	82	havoc
15	wares	49	Harris	83	hearth
16	query	50	awaiting	84	hearty
17	weak	51	Yates	85	hackneyed
18	wedges	52	leeway	86	war
19	yon	53	wayside	87	whir
20	yelp	54	Oswego	88	whirl
21	Yankee	55	weariness	89	wingless
22	inquest	56	wordy	90	wizen
23	twill	57	wolf	91	worried
24	week	58	squire	92	hardy
25	width	59	houseless	93	horizon
26	wink	60	yellowish	94	winnowed
27	Webster	61	waxed	95	hark
28	witty	62	sweetest	96	hitch
29	whit	63	weary	97	woodwork
30	quinsy	64	swam	98	young
31	willow	65	yell	99	untwist
32	won	66	weave	100	eulogy
33	wettest	67	quickest		
34	Welch	68	yawl		

1. You-are-aware we-will-be with-you Wednesday if-possible for-us to-come.
2. Sir,—We-are-anxious to-have-the rates given on-your-road as early as possible.
3. He-has always improved his time well since being with-us.
4. The white house on-the-hill is just halfway to-the city.
5. Do-your duty wherever you-go and-you-will succeed.
6. One week ago to-day we-were making our-way to-the woods for-a picnic.
7. Your way-bills should-be-ready whenever we make a request for-them.
8. The widower was worth several-thousand-dollars.
9. He-is-a heedless youth and hates to-study his lesson.

LESSON VIII.

L=HOOK.

For the frequent combination of L with other consonants a small initial hook, called the L-Hook, is written on the circle side of all straight strokes (excepting Hay and Ray); and on the curves Ef, Vee, Ith, Dhee, Ish and Zhay; as,



Pel, Bel, Tel, Del, Chel, Jel, Kel, Gel, Fel, Vel, Thel, Dhel

Shel and Zhel seldom stand alone, (when they do, make the stroke quite slanting), have their hooks at the bottom, and are always written upwards; as,



bushel, shelves, ambrosial,

As M, N, and Ray already have the small initial Weh-Hook, the L-Hook must be enlarged on these strokes; as,



Mel, Nel, Rel

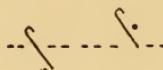
The Iss-Circle is prefixed to the L-Hook on all strokes except Yay, Em, Ish, and Zhay by writing it distinctly in the hook; as,



settle, satchel, sickly

In reading a combination with an L-Hook, the stroke should be read and then the hook.

A vowel placed before an L-Hook stroke is read before both; placed after, after both; as,



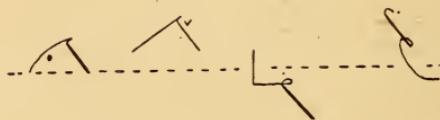
apple, play

Unless distinct, the vowels need not be expressed; as,



Bible, lawful

A perfect hook cannot always be made between strokes; as,

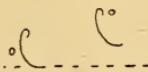


label, reply, taxable, blissful

SPECIAL VOCALIZATION.

Occasionally a distinct vowel sound occurs between the strokes and the hook:

1. The dot vowels are made into circles and written before the hooked stroke if heavy, and after if light; as,



fail, fill

2. Dash vowels are written through the strokes in the correct position; as,



course, fall, fool, coal

3. Diphthongs, and brief Way or Yay are written in the vowel place before or after the stroke; as,



dilemma, require, procure, qualify, figures

The rules for special vocalization apply to very few words, as most monosyllables are written with the full outline; as,



bell, tile, mail, mar

“All” and “Will” may be added to the word signs by the L-Hook.

L=HOOK WORD SIGNS, CONTRACTIONS AND PHRASES.

Comply (1)
people (2)
apply (3)

each-will (1)
which will (2)
much-wili (3)

call, equal-ly (1)
difficult-y, coal (2)
calculate-d-ion (3)

follow-ing, feel, fail, fill (1)
full-y, fell, fail, for-all (2)
fool (3)

in-all (1)
only (2)
annual (3)

unless (1)
only-as, no-less (2)
analyze (3)

million (1)
promulgate (2)
family (3)

real-ly, rely-ied (1)
relate-ation (2)
rule (3)

tell, till, it-will (2)
until, at-all (3)
at-all-times

withal, with-all (1)
they will (2)
though-all (3)

skill (1)
scale (2)
school (3)

belong, by-all (1)
able, believe (2)
deliver-y (2)

false (1)
avail (2)
value (3)

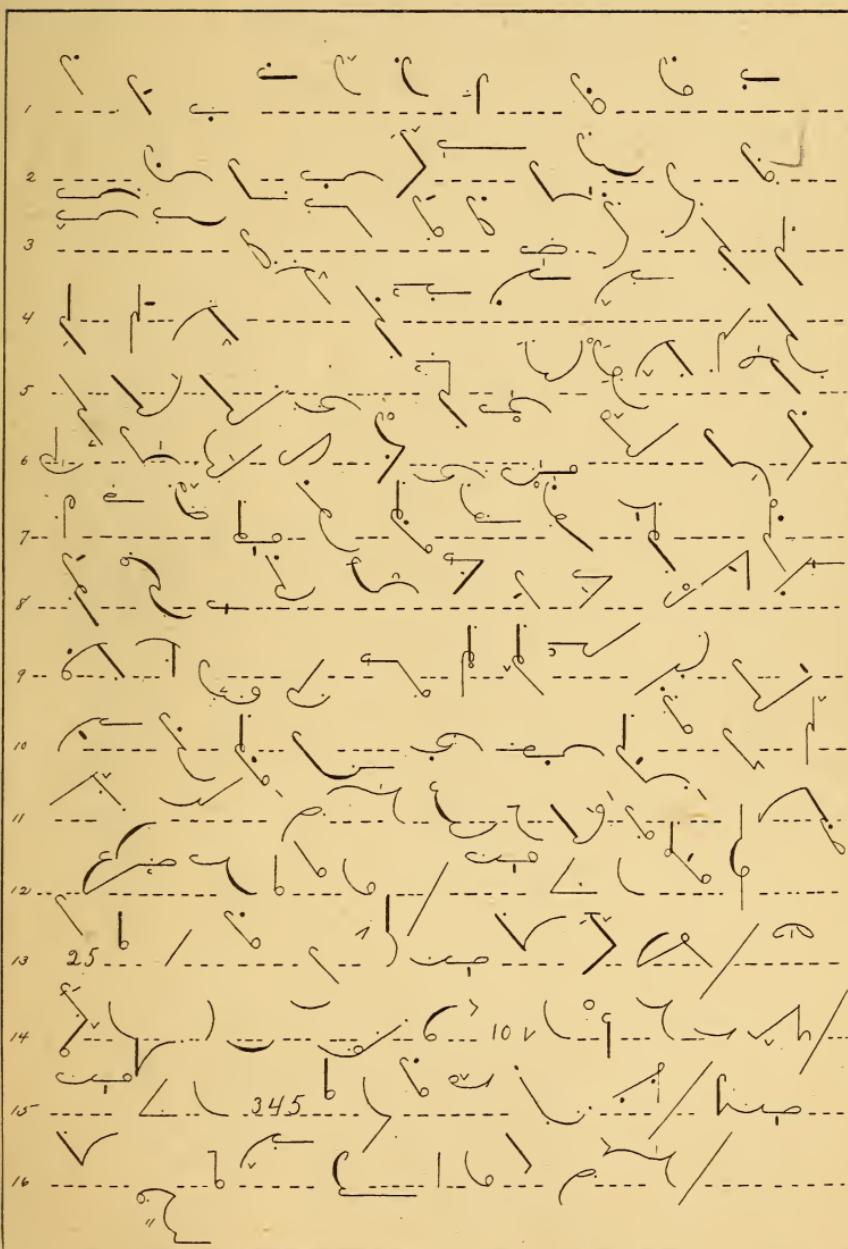
explicit (1)
supplies, surplus (2)
supply (2)

capable-y
capability
collect

influential
initial
first-class

of-all (1)
to-all (2)
at-least (3)

LESSON VIII.



LESSON VIII.

Write the following words, phrases and sentences in shorthand:

1	Plying-the	35	flash	69	emblem
2	blew	36	tipple	70	glimpse
3	addle	37	shuttle	71	fluid
4	claws	38	stable	72	relapse
5	glow	39	annals	73	releise
6	flew	40	analogy	74	deeply
7	oval	41	panel	75	cloudy
8	flows	42	relic	76	blaze
9	closed	43	civilize	77	flush
10	hovel	44	saddle	78	gloomy
11	flaw	45	supple	79	ankle
12	blame	46	disclaim	80	plough
13	block	47	blissful	81	bleak
14	globe	48	glossy	82	audible
15	click	49	display	83	pickles
16	pledge	50	inclosed	84	railway
17	blister	51	qualify	85	reckless
18	tackle	52	steeple	86	dapple
19	classes	53	circle	87	sincerely
20	buckle	54	visual	88	unable
21	Buffalo	55	reasonable	89	level
22	couple	56	feeble	90	plumbing
23	fable	57	noble	91	imply
24	flag	58	meekly	92	rural
25	peddle	59	uncle	93	maple
26	plums	60	nickel	94	floral
27	model	61	bottle	95	relax
28	testimonial	62	analyze	96	Columbia
29	angle	63	stifling	97	blustering
30	facial	64	chapel	98	enlist
31	imply	65	regal	99	analysis
32	tumble	66	gleesome	100	plucky
33	humble	67	column		
34	final	68	eclipse		

1. Answering your inquiry of February 21st, we-would-say your-claim was allowed a-day or two ago.
2. Please advise us when you wish the money.
3. I-believe we-will-be-able to-make a sale of-all-the books you wish to dispose of.
4. We-are-unable as yet to calculate what it-will-cost you, but think it-will-be-only a-nominal sum.
5. Hoping we may be of-some assistance to you in settling your-claim, I am, Yours sincerely.
6. While it-will-be a-difficult-thing to-comply with-your request, we-will-do all it-is-possible for-us to-do in-the length of time we-have at-our disposal.

LESSON IX.

R-HOOK.

A small initial hook to express R is written on the side opposite the Iss Circle on all straight lines excepting Hay and Ray; as,

— 8 —

Per, Ber, Ter, Der, Cher, Jer, Ker, Ger

Ef, Vee, Ith and Dhee are inverted to add the R-Hook. This is done without confusion as Es, Zee, Ar and Way take no initial hook.

2 2 3 3

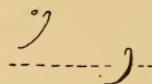
Fer, Ver, Ther, Dher

As a small hook on Em and En expresses W, and a large hook L, for the R-Hook the stroke is made heavy; as,

-- ८ --

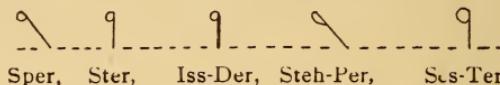
Mer, Nen

Sher and Zher have their hooks at the top and are always written downward; as,



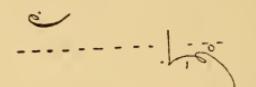
sheer, azure

Iss, Ses and Steh are prefixed to the R-Hook on straight lines as follows:



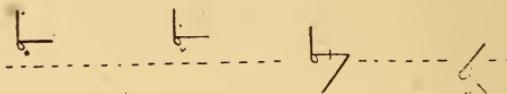
Sper, Ster, Iss-Der, Steh-Per, Ses-Ter

Iss is written within the hook on curved strokes; as,



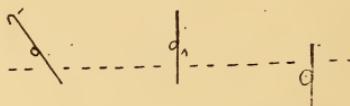
sinner, atmosphere

Iss is joined to Ker and Ger preceded by a straight line thus:



disagree, descry, discourage, Jasper

Iss and Ses are written on straight line R-Hook consonants when preceded by a line in the same direction, as follows:



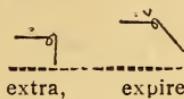
prosper, destroy, disaster

It is sometimes preferable to omit the R in such words as



subscribe, prescribe, disgrace

Iss is joined in all other cases by writing the circle distinctly within the hook; as,



Strokes having R-Hooks are vocalized according to the rules given for the L-Hook.

“Our” and “Are” may be added to the word signs by the use of the R-Hook.

R-HOOK WORD SIGNS, CONTRACTIONS AND PHRASES.

	proper-ly, appear (1) principal-ple (2) practice-ical (3)
	express, spiritualize (1) surprise (2) suppress (3)
	by-our liberty (1) remember, member (2) number, brother-hood (3)
	internal (1) contract, truth (2) at-our, attract (3)
	external (1) construct, extreme (2) extract, Saturday, as-it-were (3)
	doctor (1) dear, direct (2) during, dark (3)
	correct-ly (1) care, carry, occur (2) cure, accuracy (3)
	over, controversy (1) very, everv, aver (2) favor (3)
	either (1) their, there, they-are (2) other (3)
	wisher (1) sure-ly, assure (2) share (3)

Mr., mere, remark-ed (1)
more, mercy-iful (2)
humor (3)

near, nor, north, in-our (1)
manner (2)
owner (3)

pleasure (2)
measure (3)
through (2)

describe, scripture, secrecy (1)
secure (3)
sister (2)

form (1)
inform (1)
offer, from, free, for-our (2)

former (1)
formal (1)
conform (1)

in-reply (1)
in-reference
in-respect

property
probable
remarkable

universal-ly-ity
transgress
mortgage

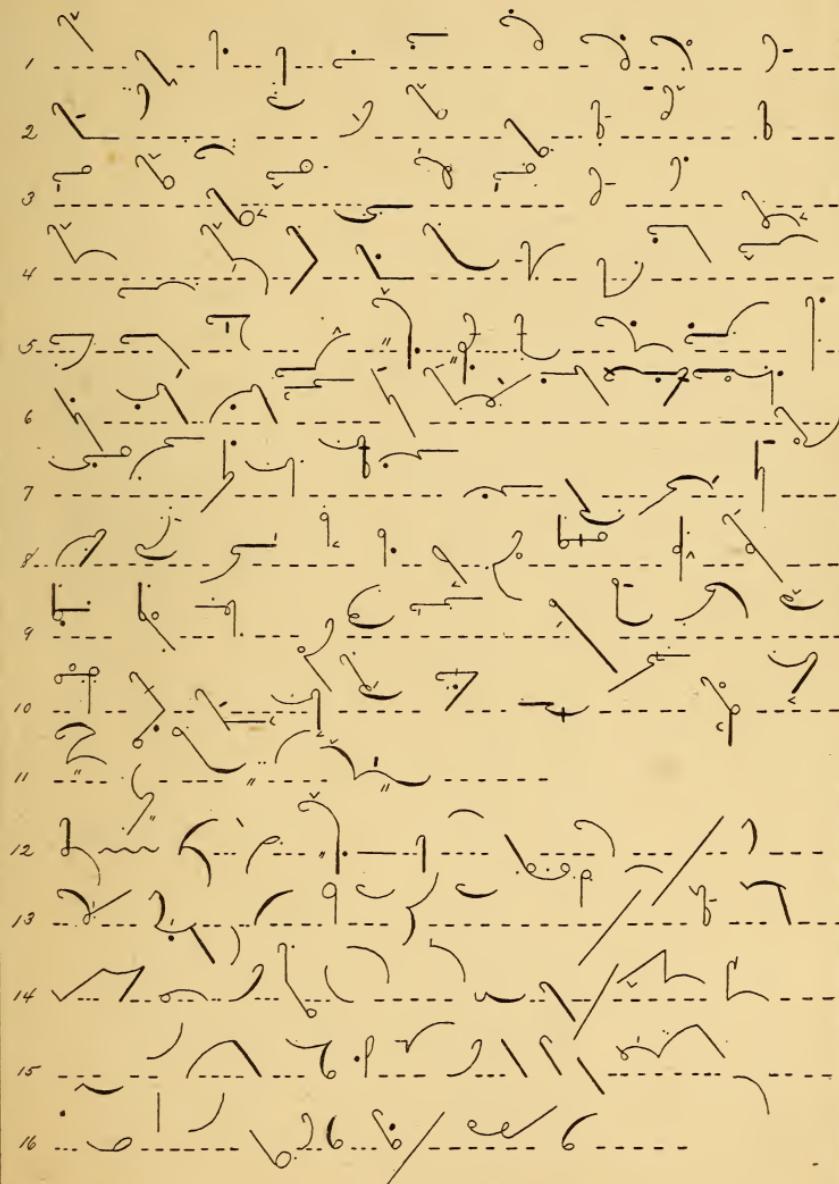
telegraph, telegram
aggregate
insure-ance

of-course
perhaps
purpose

abstract
reciprocate-ity-d-ion
director

privilege (1)
prevalence, prevail (2)
per annum (2)

LESSON IX.



LESSON IX.

Write the following words and letter in shorthand:

1	Prow	35	negro	69	journey
2	pray	36	richer	70	broker
3	tree	37	harbor	71	depress
4	ottar	38	badger	72	flavor
5	cry	39	pitcher	73	trouble
6	dry	40	feathery	74	travel
7	crow	41	shipper	75	verbal
8	grow	42	lever	76	treasure
9	fry	43	trifle	77	perjure
10	threw	44	poetry	78	redress
11	ether	45	ultra	79	numerous
12	tramp	46	vigor	80	cider
13	eater	47	sweeper	81	engineer
14	praised	48	dagger	82	guarantor
15	thrice	49	cashier	83	sheer
16	crest	50	leisure	84	pioneer
17	process	51	editor	85	church
18	colonel	52	mortgagee	86	recourse
19	grasses	53	lodger	87	figure
20	breezes	54	spray	88	shirk
21	cream	55	sober	89	lover
22	probe	56	straw	90	dinner
23	breath	57	cedar	91	nerve
24	track	58	scarce	92	charm
25	drip	59	stagger	93	minor
26	dream	60	stopper	94	roomer
27	croup	61	distress	95	pusher
28	crush	62	posture	96	erasure
29	grip	63	disastrous	97	tenor
30	grassy	64	discourage	98	voucher
31	prayer	65	descry	99	powder
32	produce	66	whisper	100	jobber
33	tardy	67	stretch		
34	preach	68	dishonor		

Messrs. Prouty & Black,
City.

Dear Sirs,—Your favor of the 13th-inst. enclosing papers in-the-case of the Philip-White property is on-my desk this A. M. It-will be impossible for-me to-take care-of anything-else at-this-time of-the year as we-are very busy. If-you-remember correctly, I-said to-you when-I-saw-you last that-the-price per-acre would-be something like \$35.00. You-are at-liberty to-think over this offer until next Thursday when-the-directors will-be here to-close up-the contract.

Trusting that-you-may become-the owner of this valuable place, I am,

Yours-sincerely,

LESSON X.

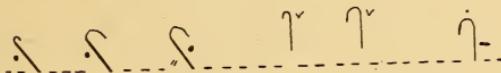
PREL, PLER, AND BACK-HOOK "IN."

The L-Hook is enlarged to add the sound of R, and the R-Hook is enlarged to add the sound of L; as,



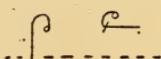
Bel, Bler, Per, Prel, Fel, Fler; Ver, Vrel, Dher, Dhrel

A vowel placed before a group sign is read before all; placed after is read between the hook and the sound added by the enlarging; as,



able, abler, Blair; try, trial, control

The Iss-Circle may be prefixed to these signs by writing it within the hook; as,



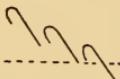
settler, scholar

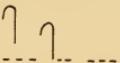
The syllables In, En or Un are expressed by a back-hook called "In" at the beginning of a straight line Sper and Spel sign and at the beginning of any other stroke to avoid the turning of the circle on the convex side of En; as,



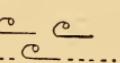
insecure, inspire, unsett'e, unseemly, enslave, unceremonious

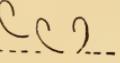
PREL, PLER, IN-HOOK WORD SIGNS, AND PHRASES.

 Preliminary (1)
 parallel, April (2)
 parliament-ary (3)

 trial (1)
 control (2)

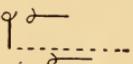
 during-all-our (3)
 clear (1)
 color, clerk, clerical (2)

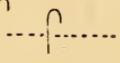
 scholar (1)
 secular-ly-ity (2)
 singular-ly (1)

 follower, if-all-our (1)
 for-all-our, failure (2)
 there-will, they-are-all (2)

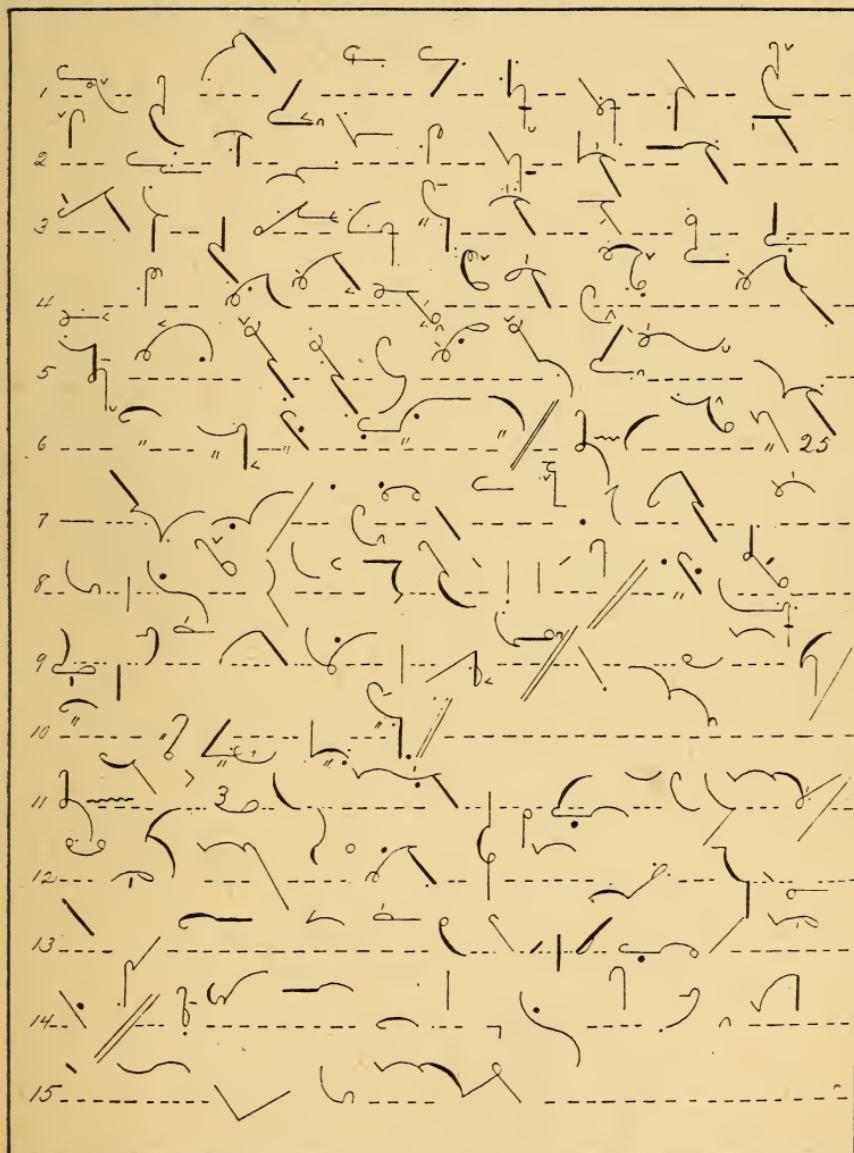
 immoral, immorality (1)
 moral, morality (2)
 nearly, nor-will (1)

 instruct (2)
 instructor
 inspire (1)

 inconsiderable-y (2)
 inscribe (1)
 insecure (3)

 tolerate, teller (2)
 at all our, until our (3)

LESSON X.



LESSON X.

Write the following words, phrases and sentences in short-hand:

1	Stickler	18	valor	35	uncivil
2	unstrung	19	corporal	36	burglary
3	tippler	20	haggler	37	puddler
4	unswayable	21	buckler	38	dilemma
5	April	22	juggler	39	chloroform
6	abler	23	sprinkler	40	chloride
7	unsprung	24	unsolicitous	41	hydraulic
8	unstrip	25	unceremonious	42	insoles
9	smuggler	26	unstrap	43	unsolid
10	unstruck	27	triangular	44	unsealing
11	cobbler	28	unsolder	45	unsleeping
12	shrilly	29	unseemly	46	employer
13	saddler	30	unsullied	47	deplore
14	shuffler	31	inseparable	48	ensilage
15	teller	32	trifler	49	ocular
16	muffler	33	quibbler	50	insularly
17	tattler	34	nibbler		

The shingler who-was working on-the Industrial School, fell from-the-top of-the west wall. It-was-necessary to-give-him chloroform as he-was suffering so much from-his injuries.

The teller of the Savings and Trust Bank was uncivil to-his employes, so they expect to discharge him at-the-close of-this-month.

He unsprung the triangular piece of steel from-the large sprinkler the city was-using out on-the avenue.

Dear Sir,—Ship by-express, as quickly as possible, one-barrel of mackerel and five kegs of pickerel. Truly-yours,

REVIEW QUESTIONS.

On Initial Hooks and Expedients.

1. In what class of words should the Way stroke be used to represent W ?

2. To what consonant strokes is W joined as a hook ? Illustrate.

3. Is the Iss-Circle ever joined to the W-Hook ? To the brief Weh-Angle ?

4. Which sign for W is used before Kay, Gay, Emp, Emb or Ing ?

5. What are the names of the two brief signs for W, and, in the middle of words, which is used for the dots and which for the dashes ?

6. What are the names of the two brief signs for Y, and in the middle of words, which is used to represent dots, and which dashes ?

7. In what manner is brief Yeh and Yuh always joined to consonant strokes ?

8. How is Weh always joined to upright strokes ?

9. A phrase beginning with "you" is always written in what position ?

10. Name two ways of representing the sound of H.

11. When H is followed by S, how should it be represented ?

12. On what curved strokes is the L-Hook written ?

13. What is said about Shel and Zhel ?

14. On what three strokes is the hook enlarged for L ? Why is it necessary to enlarge the hooks on these strokes ?

15. Sher and Zher are always written in what direction ?

16. How is an L-Hook stroke vocalized ?

17. How is a heavy dash written if it comes between the stroke and hook ? A light dash ? How is a dot vowel written ? How are the diphthongs and brief Way or Yay ?

18. What is necessary in order to write the R-Hook on Ef, Vee, Ith, and Dhee? Why will no confusion result from the change?

19. How is the Iss-Circle joined to the straight R-Hook strokes? To the straight L-Hook strokes?

20. How is the Iss-Circle joined to Ker and Ger when preceded by a straight line? Illustrate.

21. Can the Ses-Circle or the Steh-Loop be joined to an L-Hook stroke? To an R-Hook stroke? How?

22. How are most monosyllables containing an L or R generally written?

23. What two words may be added to the word signs by using the L-Hook? By using the R-Hook?

24. Enlarging the R-Hook adds what sound? Enlarging the L-Hook?

25. How is the syllable In, En or Un represented on Sper and Spell signs?

LESSON XI.

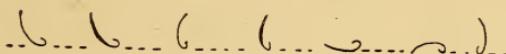
F, V AND N-HOOKS.

F, V and N may be added to any straight consonant stroke by a small final hook, written for F and V on the circle side, and for N on the opposite side; as,

Y T / / \ T / / - - -

Pef, Tef, Chef, Jef; Pen, Ten, Chen, Jen, Ken, Gen

N may be added to curves by following the direction of the curve; as



Fen, Ven, Then, Dhen, Nen, Men, Es'en

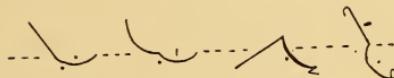
F is seldom joined to a curve by a hook, but when so written is made flatter and longer than the N-Hook.

A vowel placed after a stroke with the F, V, or N-Hook is read before the hook; as,



pave, pain

When a word ends with the sound of F, V or N use the hook, but the stroke must be used whenever followed by a vowel; as,



penny, funny, review, profess

S may be added to the F-Hook by placing the circle within the hook; as,



puffs, cuffs

Iss, Ses, Steh and Ster may be added to the N-Hook on straight strokes at the end of words by placing them on the N-Hook side; as,



pins, chances, chanced, punster

Iss is written within the N-Hook in the middle of words; as,

ransom, lonesome

The F, V, and N-Hooks are used in the middle of words when more convenient than the stroke; as,

provoke, banish, finish, traffic

The final syllables Fer and Ver, coming after straight strokes, should be written with the F-Hook and Ray; as,

prefer, river, drover, Jefferson

“OR,” “HAVE,” and “IF” may be added to word signs by the F-Hook; “On” and “Own” by the N-Hook.

F AND N-HOOK WORD-SIGNS, CONTRACTIONS AND PHRASES.

spoken (1)
expensive-ness (2)
expansion-sive (3)

perfect-ly (1)
professor, proof, prove (2)
approve-al (3)

pernicious-ness (1)
comprehensive-sion (1)
apprehensive-sion (3)

appearance (1)
comprehensible-ity (2)
apprehensible (3)

  contain (1)
  taken (2)
  attain, at-one (3)

  constancy (1)
  extension (2)
  circumstantial (3)

  contrive (1)
  truthful-ly, contractive (2)
  attractive (3)

  divine (1)
  differ-nt-nce, defense-ive (2)
  advance (3)

  denominate-ation (1)
  done (2)
  down (3)

  combine-ation (1)
  been (2)
  to have been (3)

  religion (1)
  general-ly (2)
  imagine-ation (3)

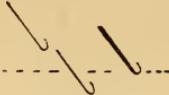
 begin, organ (1)
  begun, again (2)
  began (3)

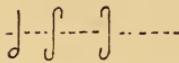
  within, thine (1)
  then (2)
  than (3)

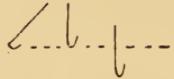
  men, my-own, mine (1)
  man (2)
  human (3)

  opinion, anyone, in-one (1)
  none, known (2)
  union, no-one (3)

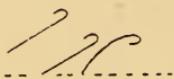
  upon (2)
  happen (3)
  remembrance (2)

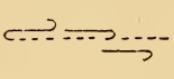
 poverty (1)
hope-to-have (3)
before (2)

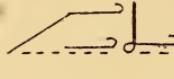
 at once (3)
at length (3)
at our own (3)

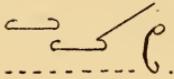
 whichever (1)
whatever (2)
out-of (3)

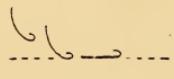
 expense (2)
expansive (3)
explain (2)

 arrive, reveal (1)
are-to-have, revolve (2)
learn, alone (2)

 careful-ly (2)
can, question, countrymen (2)
countryman (3)

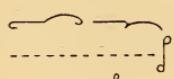
 recover (2)
cover (2)
discover (2)

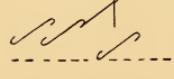
 call forth (1)
California (1)
southern (2)

 if one (1)
often, for one, phonography (2)
gave, govern-ed-or (2)

 even, convenience (1)
have-been, having-been (2)
every one (2)

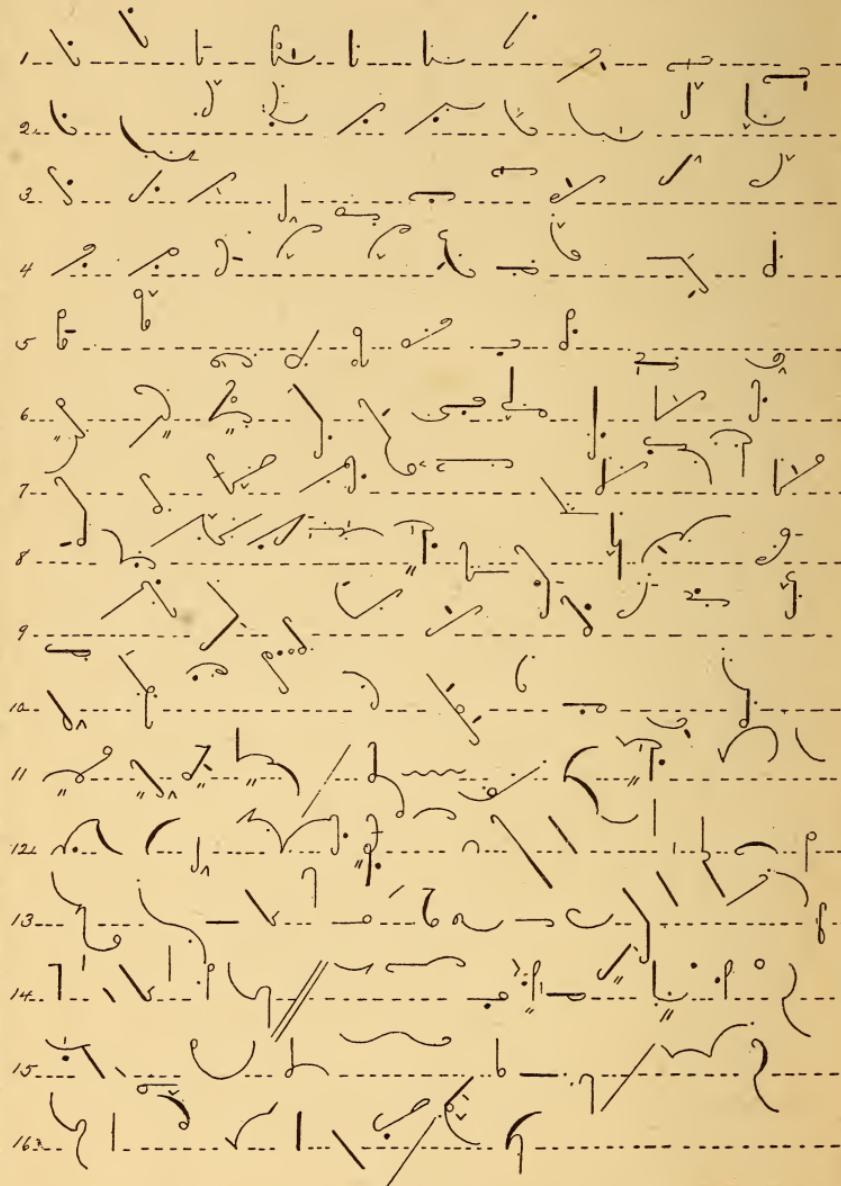
 women, we mean (1)
woman (2)
may have been (2)

 criminal (1)
economy-ic-ical (1)
circumstance (3)

 we are in (1)
we are in receipt (1)
workman, whereon (2)

.. J .. J .. J ..	but not (2) but are not (2) but will not (2)
l l ---- l -----	awful (1) or-if, or-of, or-have (1) but-of, but-if, but-have (2)
l l l l l l l l	whoever, who-have, who-of (2) should have (2) to have (2)
~ J ~ l -----	all-have, all-of (1) or not (1) endeavor (2)
2 2 2 2	Michigan (1) machine (2) machinery (2)

LESSON XI.



LESSON XI.

Write the following words and letter in shorthand:

1	Dive	35	vanish	69	canvass
2	strove	36	tavern	70	demean
3	glove	37	braves	71	replevin
4	tune	38	pins	72	golf
5	running	39	feigning	73	sermon
6	sudden	40	prefix	74	substance
7	sicken	41	puffs	75	Philippine
8	satin	42	Jane	76	proverbs
9	brown	43	broken	77	banana
10	oven	44	ocean	78	ripen
11	arraign	45	keen	79	pecan
12	iron	46	scoffing	80	parvenu
13	shine	47	quaff	81	dispense
14	shiny	48	blacken	82	swollen
15	soften	49	franchise	83	spoons
16	loans	50	proffer	84	finance
17	stolen	51	tine	85	sweeten
18	flown	52	tiny	86	ravine
19	puns	53	drain	87	swine
20	tokens	54	cloven	88	pawn
21	devotees	55	troughs	89	lineal
22	buttons	56	terrify	90	linear
23	bacon	57	China	91	fireman
24	barn	58	famine	92	disdain
25	beans	59	clever	93	anonymous
26	again	60	pens	94	marine
27	shown	61	refrain	95	irgrain
28	sponge	62	unknown	96	genuine
29	grantee	63	reprove	97	grief
30	instance	64	rebuff	98	defeat
31	briefer	65	repine	99	ruffle
32	turnkey	66	seven	100	orphan
33	drayman	67	divers		
34	mines	68	Maine		

Mr. Stephen Stevenson, City.

Dear Stephen,—You must pardon me for not answering your summons at once, but the mail trains chanced to run wrong by a few minutes, which was very provoking.

A man by the name of Dan Brown in our town was thrown from his wagon last Monday evening, and his head struck against a stone; the appearances are that he will die before many hours. I think you knew him when you were living here.

The spring rains are causing the river to overflow, and the people living in the cabins on the low places are becoming panic striken, as there are signs of a much higher rise than last year.

I am devoting every spare minute I have to the study of French, as I expect to make a brief sojourn in foregn countries looking up the subject of mines and mining, and the French language is universally spoken.

I hope you can obtain leave of absence from your office work and make me a visit before I leave.

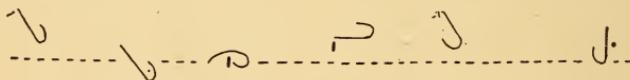
Your cousin,

Cliff Moon.

LESSON XII.

SHON, TIVE AND ESHON.

A large final hook written on the circle side of any straight stroke or curve expresses the syllable "tion" or "sion," and is called the Shon-Hook; on the opposite side of a straight stroke the syllable "tive" and called the Tive-Hook; as,



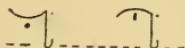
option, passion, motion, caution: operative, dative

When the only consonants in a word are SHN use Shen; as,



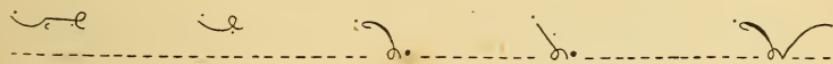
operative, commission, session

The Tive-Hook is *never* written on curved strokes, Tef being used; as



native, native

When the syllable "tion" or "sion" is preceded by S a small hook called Eshon is made after the circle. First-place vowels are placed before, and second and third after; as,



inquisition, incision, conversation, compensation, conversational

The Iss-Circle may be added to Shon, Tive and Eshon; as,



options, passions, conversations, compensations, operatives

SHON, TIVE AND ESHON WORD SIGNS, CONTRACTIONS, AND PHRASES.

Completion (1)
complexion (2)
application (3)

perfection (1)
operation (2)
oppression (3)

situation (1)
station (2)
satisfaction (3)

contradiction (1)
condition (2)
addition-al (3)

derision (1)
direction (2)
duration (3)

fiction (1)
fashion (2)
affection (3)

formation (1)
fraction (2)
fruition (3)

conversion (1)
version (2)
aversion (3)

conviction (1)
vocation (2)
avocation (3)

irrational (1)
reformation (2)
ration-al-ly (3)

description (1)
resignation (2)
selection (2)

expression (1)
exception (2)
distribution (2)

acquisition (1)
accession (2)
accusation (3)

opposition (1)
position (2)
possession (3)

organization (1)
generalization (2)
investigation (2)

jurisdiction (1)
supposition (2)
specification (3)

realization (1)
relaxation (2)
transaction (3)

information (1)
mention (2)
conclusion (3)

objection (2)
objective (2)
obligation (2)

exhibition (1)
subjection (2)
subjective (2)

constitution (2)
construction (2)
instruction (2)

consideration (2)
connection (2)
action (3)

representation (2)

representative (2)
call your attention (2)

LESSON XII.

1. میں کوئی بھائی نہیں
 2. میں کوئی بھائی نہیں
 3. میں کوئی بھائی نہیں
 4. میں کوئی بھائی نہیں
 5. میں کوئی بھائی نہیں
 6. میں کوئی بھائی نہیں
 7. میں کوئی بھائی نہیں
 8. میں کوئی بھائی نہیں
 9. میں کوئی بھائی نہیں
 10. میں کوئی بھائی نہیں
 11. میں کوئی بھائی نہیں
 12. میں کوئی بھائی نہیں
 13. میں کوئی بھائی نہیں
 14. میں کوئی بھائی نہیں
 15. میں کوئی بھائی نہیں
 16. میں کوئی بھائی نہیں

LESSON XII.

Write the following words and letter in shorthand:

1	occasion	35	discretion	69	inception
2	suction	36	illumination	70	recitation
3	compression	37	confutation	71	computation
4	abrasion	38	congregational	72	sensitive
5	occupation	40	imputation	73	vexation
6	education	39	confirmation	74	sensation
7	vacation	41	conductive	75	collision
8	imitation	42	abbreviation	76	causation
9	irrigation	43	invasion	77	carnation
10	inaction	44	emancipation	78	assassination
11	elation	45	proclamation	79	desertion
12	illusion	46	liberation	80	compilation
13	emotion	47	notation	81	fluctuation
14	oration	48	delegation	82	Hessian
15	negative	49	diffusion	83	emersion
16	imitative	50	devotion	84	junction
17	inactive	51	provision	85	volition
18	fugitive	52	ammunition	86	pulsation
19	assertive	53	elucidation	87	compulsation
20	reception	54	composition	88	compunction
21	receptive	55	proposition	89	acclamation
22	deception	56	deposition	90	adoption
23	invective	57	precision	91	stationary
24	innovation	58	decoration	92	prohibition
25	presumption	59	requisition	93	privation
26	execution	60	musician	94	admission
27	probation	61	effective	95	radiation
28	ruination	62	censecutive	96	desecration
29	violation	63	affirmation	97	reversion
30	manipulation	64	annexation	98	excursion
31	condemnation	65	affirmative	99	renovation
32	commutation	66	ambition	100	repression
33	contention	67	pronunciation		
34	evolution	68	conception		

Dear Sir:—

We have your message of the 23d inst., and in this connection we beg to call your attention to the conclusion of the committee which has supervision over the location of the parks on the Des Moines River.

Before the action can become constitutional, additional names must be affixed to the petition.

Hoping we may be able to master the situation with no more confusion than we have had, we remain,

Yours truly,

LESSON XIII.

Lengthening Ing adds Ker or Ger, and lengthening any other stroke adds Ter, Der, Ther, or Dher; as,



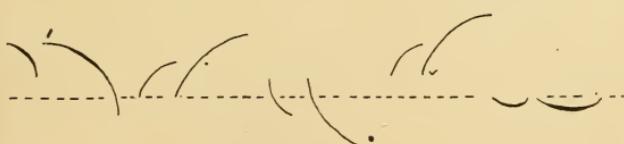
clinker, finger, letter, ladder, father, mother, conductor, embitter

A vowel placed after a lengthened stroke is read before the sound added by lengthening; as,



water, neuter

The original stroke takes the position of the accented vowel according to the rule for position of words; as,



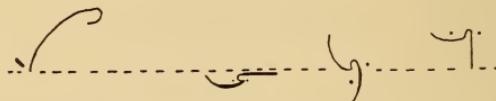
water, letter, father, lighter, anchor

A hook or a circle at the end of a lengthened stroke is read after all; as,



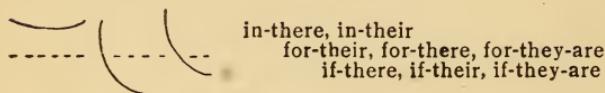
modern, oysters

When a vowel occurs after a sound usually addéd by lengthening, it must be omitted or the R-Hook stroke must be used; as,

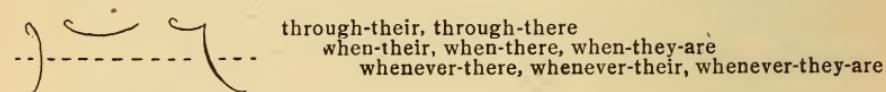


alteration; angry, feathery, entry

The words "Their," "There" and "They-are" are added to the word signs by lengthening; as,



in-there, in-their
for-their, for-there, for-they-are
if-there, if-their, if-they-are

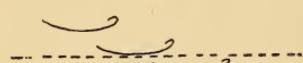


through-their, through-there
when-their, when-there, when-they-are
whenever-their, whenever-their, whenever-they-are

WORD SIGNS.



Neither, entire, any-other (1)
another (2)
no-other (3)



any-other-one, in-their-own, intrinsically (1)
another-one (2)
no-other-one (3)



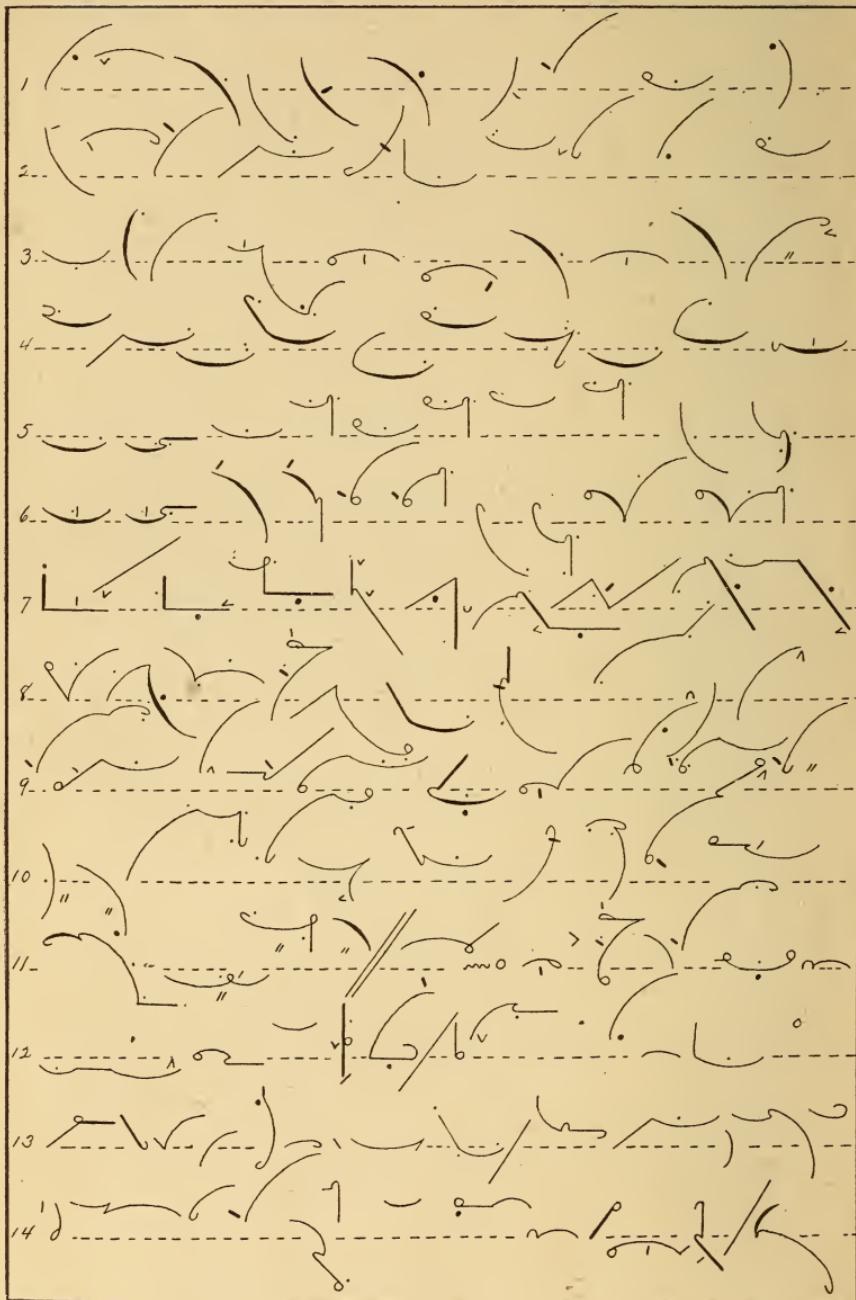
wonderfully (2)
longer (3)
longer-than (3)



My-dear-Sir (1)
matter (2)
quarter (1)

	material (2) immaterial (1) eccentric-ity (2)
	whether (2) order (1) further,!farther (2)
	further-than, fraternally (2) up-there (2) been-there (2)
	of-their (1) that-there (1) the-other (2)
	the-other-one (2) yesterday (2) eastern (1)
	is there (1) was-there (2) let-there (2)
	some-other (2) some-other-one (2) diameter (2)
	northern (1) later-than (2) sooner-or-later-than (2)
	writer (1) rather (2) collateral (2)

LESSON XIII.



LESSON XIII.

Write the following words and letter in shorthand :

1	Muttering	35	federation	68	astors
2	latter	36	adulteration	69	encounter
3	fritter	37	alteration	70	flounder
4	moderation	38	canker	71	violator
5	hunter	39	candor	72	conspirator
6	fighter	40	Luther	73	perverter
7	moderate	41	alter	74	intrigue
8	fluter	42	fluttering	75	convenanter
9	literature	43	negotiator	76	refrigerator
10	elderly	44	chronometer	77	holder
11	folder	45	harder	78	fretter
12	lighter	46	center	79	theater
13	letter-press	47	swifter	80	dissenter
14	metropolis	48	motherly	81	Henderson
15	stipulatcr	49	counter	82	Anderson
16	philter	50	perambulator	83	prevaricator
17	motor	51	invader	84	duplicator
18	laughter	52	confederate	85	federal
19	feeder	53	matrimony	86	federalist
20	inveterate	54	leather	87	fetters
21	shouter	55	leathery	88	asunder
22	sauntering	56	tempter	89	sundry
23	intricacy	57	hindering	90	fumigator
24	investigator	58	hinderance	91	freighter
25	emancipator	59	delineator	92	some-better
26	smiter	60	halter	93	Alexander
27	tenderness	61	matriculation	94	intrench
28	Decatur	62	bewildering	95	Ingersoll
29	whiter	63	Australia	96	high-water
30	fitter	64	shelter	97	estrangle
31	gender	65	drinker	98	slaughter
32	emulator	66	panther	99	imbitter
33	excavator	67	shatter	100	renter
34	entrance				

Mr. Walter Hunter,
Guthrie Center, Iowa.

My dear Sir.—We are in receipt of your order of yesterday, and in reply we are sorry to say our entire stock is in the elevator of one of our large eastern cities; neither can we secure the provender at this place. Anderson & Co. may be able to oblige you in this matter.

Asking for futher orders, we remain,

Yours fraternally,

LESSON XIV.

THE HALVING PRINCIPLE.

T or D may be added to a consonant stroke by making it a half length; as,

--->--->--->--->--->--->--->--->--->--->--->--->

Fet or Fed, Bet or Bed, Ket or Ked, Jet or Jed, Zet or Zed, Dhet or Dhed

This principle may be employed at the beginning, in the middle and at the end of words; as,

--->--->--->--->--->--->--->--->--->--->--->--->

bottom, ascertain, talked

A vowel placed after a half length stroke is read before the T or D; as,

--->--->--->--->--->--->--->--->--->--->--->--->

fight, deed, caught, note

T or D is read after a final hook on a half length stroke, but before a final circle or loop; as,

--->--->--->--->--->--->--->--->--->--->--->--->

print, prints, gift, gifts, ancient

The context determines whether T or D is added by the halving.

As the strokes Way, Yay, Emb, Emp or Ing are never halved unless they have an initial or final hook, Ar, Hay, El, En and Em may be shaded to indicate that D follows; if unshaded, T follows; as,



aired, art; old, light; made, m ght, end, net

The strokes shaded to add D do not take either an initial or a final hook.

If more convenient the shading rule need not be observed in such words as

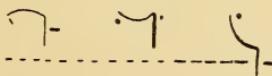


embezzled, mislead, household, excelled

Ray is never halved when it stands alone.

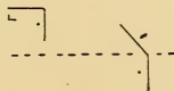
THE HALVING PRINCIPLE SHOULD NOT BE USED IN THE FOLLOWING CASES.

1. When the T or D at the end of a word is followed by a vowel; as,



motto, needy, veto

2. When two concurrent vowels precede the final T or D; as,



quiet, poet

3. When a vowel precedes and follows L, R or N, and D is the last consonant; as,

elude, unsullied, married, renewed

4. When T or D is final and is preceded by a consonant preceded by an initial vowel; as,

unite, acute

5. When the only consonant preceding T or D is initial R; as,

write, rate, red, rude

6. When two strokes come together, no angle between, making it impossible to tell where the first begins and the second ends; as,

liked, gagged, vacate

7. When two strokes are written in the same direction the T or D may be represented by detaching and halving the last stroke; as,

attitude, prohibit

8. RD following Kay, Gay, Ef, Vee or Lay is expressed by the half length Ray; as,



conferred, lard, veered

HALF-LENGTH WORD SIGNS, CONTRACTIONS AND PHRASES.

	Body (1) beauty-iful (2) habit (3) about (4)
	behind (1) abundant (2) bounty iful (3)
	till-it (1) told (2) until-it (3)
	constant (1) extent (2) extant, is-at-hand (3)
	did-not (1) do-not (2) had-not (3)
	I did-not (1) I-do-not (2) I-had-not (3)
	gentlemen (1) gentleman (2) imagined (3)
	quite (1) could (2) act (3)
	cannot, kind, quantity (1) account, county (2) countenance (3)
	skilled (1) exclude (2) seclude (3)
	accord-ing, creature (1) cared, court, occurred (2) accurate, cured (3)

—	secret (1)
--σ---	secretary (2)
	secured (3)
—	if-it, feature (1)
--λ---	after, for-it (2)
	future (3)
)	is-it (1)
--.)---	as-it, has-it, hesitate-ation (2)
	used (3)
—	Lord, read, ordinary (1)
--γ---	heard (2)
	yard, hard (3)
—	mind (1)
--ρ---	amount, am-not, may-not, mental
	movement (3)
—	not, interior (1)
--ω---	nature, note (2)
	anterior (3)
—	need (1)
--τ---	hundred-th, under, commend (2)
	owned, hand, command (3)
—	in-order (1)
—γ—	in-order-that (1)
-----	in-order-to (1)
—	except, September (2)
—ρ---	accept (3)
	put (4)
—	particular, appeared, operate (1)
—λ—γ—	opportunity, pretty (2)
	superintendent (3)
—	spirit (1)
—ρ—δ—	separate (2)
	subsequently (2)
—	until-after (3)
—ρ—β—	at-any-rate (3)
	at-all-events (3)
—	called, equaled, quality (1)
—γ—ε—	tow-rd (2)
	conclude (3)
—	God (1)
—ε—	good (2)
	great (2)
—	thought (1)
—ε—	that (1)
	without (2)

astonish-ed-ment, east, high-est (1)		England (1)
establish-ed-ment (2)		is-not (1)
exact (3)		has-not (2)
authority (1)		want (1)
throughout (2)		went (2)
wished (1)		at-hand, attained (3)
little (1)		
let (2)		
let-us (2)		
validity (1)		valid, valued (3)
will-not (1)		voluntary-ily (1)
we-will-not (1)		
I-will-not (1)		
which-will-not (1)		which-will-not (1)
it-will-not (1)		it-will-not (1)
practicable-ility (3)		practicable-ility (3)
concealed (1)		
se-dom, sold (2)		
world (2)		
acknowledged (1)		acknowledged (1)
afterward (2)		afterward (2)
forward (2)		forward (2)
we-are-not (1)		
were-not (2)		
word (2)		
intelligence (2)		intelligence (2)
hereafter (2)		intelligent (2)
heretofore (2)		intelligible (2)
are-not (2)		
concerned (2)		
around (3)		
might-y, meet (1)		interest (2)
somewhat (1)		under-stand (2)
sometime (2)		understood (2)
manuscript (2)		
we-may-not (1)		
immedi-ately (1)		
made (2)		
transcript (2)		
onward (1)		

LESSON XIV.

LESSON XIV.

Write the following words and letter in shorthand:

1	Bought	35	settlement	69	empty
2	tight	36	statement	70	acute
3	debt	37	defect	71	write
4	cheat	38	loaded	72	vacate
5	caught	39	crowd	73	hallowed
6	got	40	redeemed	74	hurried
7	feet	41	refund	75	allied
8	lot	42	ultimate	76	vendor
9	meet	43	appellant	77	regard
10	neat	44	apparent	78	tontine
11	bid	45	insert	79	tickets
12	deed	46	estimation	80	named
13	grand	47	execute	81	cement
14	loaned	48	corporate	82	received
15	joined	49	freedom	83	remit
16	bright	50	appropriate	84	cattle
17	freight	51	fiat	85	attached
18	paved	52	inviting	86	ready
19	drained	53	copartner	87	between
20	impatient	54	cordially	88	agreement
21	drafts	55	congratulate	89	bond
22	convened	56	remote	90	verdict
23	cautioned	57	repeat	91	confident
24	street	58	replied	92	divided
25	held	59	discount	93	prompt
26	erred	60	enjoined	94	resident
27	send	61	swift	95	detect
28	indeed	62	lots	96	incurred
29	estimate	63	floods	97	suspend
30	esteemed	64	counts	98	agent
31	illustrate	65	violates	99	treaty
32	duplicitae	66	conducts	100	treat
33	probate	67	retail		
34	record	68	grantor		

Mr. Peter L. Flint,
Philadelphia, Pa.

Dear Friend,—Yours of Oct. 8th at hand and contents noted. We have no goods of the kind mentioned, but if you wish we could have the lot made for you. It will take about two or three weeks to get them finished in good shape. Let us know by return mail what you need, and we will have them sent to you freight prepaid.

Replying to your esteemed favor of the 7th ult. would say we cannot accept your offer at the price named. We cannot sell these goods for less than \$1.25 as they are in great demand, and heretofore there have been no complaints made, but if you are not satisfied, please return them and we will refund the amount paid less the expense of freight.

We regret that we have not been able to forward you quotations as you requested some time ago, but as soon as we ascertain what they are we will notify you and your superintendent.

We would be glad to receive your future orders.

Yours truly,

REVIEW QUESTIONS.

On Final Hooks and Expedients.

1. What two letters are represented by a small final hook on the Iss-Circle side of straight strokes? What letter to the curved stroke by a small final hook?
2. A vowel placed after a stroke with a small final hook is read when?
3. How is the Iss-Circle added to the F-Hook? To the N-Hook?
4. What three words may be added to word signs by the use of the F-Hook? What two words by the use of the N-Hook?
5. How should the final syllables Fer and Ver coming after a straight stroke be written?

6. How are the syllables Shon and Tive represented? What is the rule in regard to the use of the Tive-Hook on curves?
7. Give the rule for vocalizing the Eshon-Hook.
8. When SH and N are the only consonants in a word, how are they to be represented?
9. May the Iss-Circle be added to the Shon, Tive or Eshon Hooks?
10. Lengthening Ing adds what syllables? Lengthening any other stroke?
11. A vowel placed after a lengthened stroke is read when?
12. When a vowel occurs after the sound usually added by lengthening, what do you do?
13. What three words may be added to word signs by lengthening them?
14. What two letters may be added by halving a stroke? What determines which letter is added?
15. Give the names of half-length Pee, Dee, Dhee and Zee.
16. May the halving principle be used in the middle of an outline?
17. It is always necessary to express each vowel in a word?
18. What four strokes are never halved unless they have a loop or an initial or final hook?
19. A vowel placed after a half-length stroke is read when?

20. When is the T or D read with reference to a final hook on a half-length stroke?
21. An Iss-Circle on a half-length stroke is read when?
22. What four strokes are shaded to indicate that D follows?
23. Do the strokes shaded to add D take either a final or an initial hook?
24. What is the rule in regard to half-length Ray?
25. Give three occasions when the adding of T or D to a word cannot be indicated by halving the stroke.

LESSON XV.

CONTRACTIONS AND EXPEDIENTS.

Prefixes.

ACCOM is represented by a heavy dot written at the beginning of a stroke; as,



accommodation, accompany

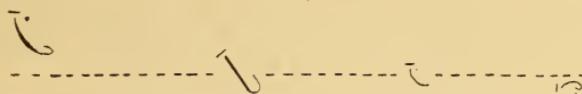
CIRCUM and SELF are represented by the Iss-Circle written beside the stroke; as,



circumference, circumspect, self-denial self-important

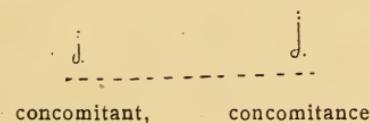
CONTRA, CONTRO, CONTRI and COUNTER are

represented by a tick written at right angles at the beginning of a stroke; as,



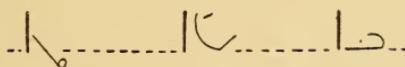
contravene, contribution, counterfeit countermand

CONCOM is represented by two light dots, one above the other; as,



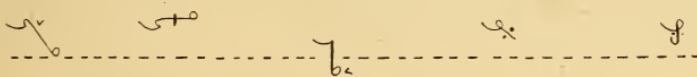
concomitant, concomitance

DECOM, DISCOM, DISCON are represented by Dee written near the beginning of a stroke; as,



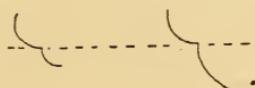
decompose, discomfort, disconnection

ENTER, INTER, INTRO, ANTI and ANTE are represented by Net either joined or disjoined; as,



enterprise, intercourse, introduce, anticipate, antecedent

FOR and FORE may be represented by Ef; as,



forfeit, forefather

INCOG, INCOM, INCON, INCUM are represented by

En written above the line near or partly over the stroke; as,



incognito, incomplete, incontestable, incumbrance, incumber

IN may be represented by the Back-Hook In; as,



in-some, in-his-labors, in-his-light

IRRECON is represented by Ar near the stroke; as,



irreconciliation

MAGNA, MAGNE and MAGNI are represented by Em written over the stroke; as,



magnanimous, magnesia, magnify

MISCOM and MISCON are represented by Ems written over the stroke; as,



miscompute, misconception

NONCOM and NONCON are represented by Nen written over or through the first stroke; as,



noncommittal, nonconductor

POST is represented by Pees; as,



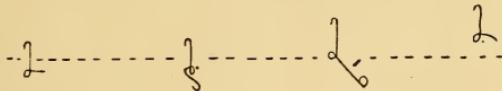
post office, postmaster, postpone

RECOG, RECOM, RECON, RECUM are represented by disjoined Ray; as,



recognize, recommend, reconciliation, recumbent

TRANS is represented by Ters; as,



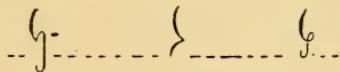
transact, transplant transpose, transmit

UNCOM and UNCON are represented by En written on the line near the beginning of a stroke; as,



uncompressed, unconstrained

WITH as a prefix is represented by Dhee; as,



withdrawn, withhold, withstand

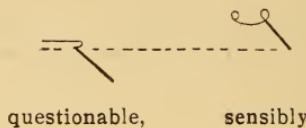
Word signs are sometimes used as prefixes; all word signs except "Under" retaining the position they have as word signs; as,



afterthought, afterward, altogether, although, undertake, undertook

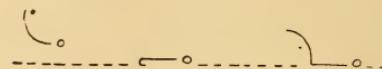
Suffixes.

BLE and BLY are represented by joined Bee when Bel cannot be conveniently used; as,



questionable, sensibly

BLENESS, FULNESS and SOMENESS are represented by a small circle at the end of a stroke; as,



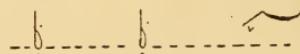
feebleness, carefulness, irksomeness

FORE and FAR are represented by Ef; as,



therefore, so-far, as-far-as

ING is represented by a light dot and INGS by a heavy dot at the end of a stroke; and sometimes by the stroke; as,



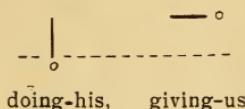
testing, testings, writing

INGLY and ING DHER are represented by a heavy disjoined tick; as,



knowingly, doing-their, going-there

ING-HIS and ING-US may be represented by the Iss-Circle written in the place of the Ing-Dot; as,



doing-his, giving-us

LESSNESS is represented by a large circle written at the end of a word and disjoined; as,



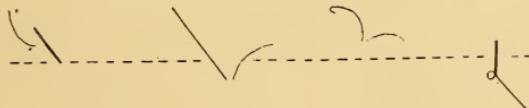
carelessness, thoughtlessness

OLOGY and ALOGY are represented by Jay either joined or disjoined; as,



theology, physiology, mineralogy

BILITY, LARITY, MALITY, PARITY are represented by disjoining the stroke from the preceding part of the word; as,



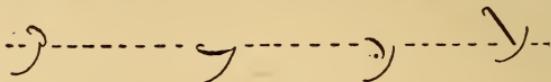
affability, popularity, formality, disparity

MENTAL and MENTALITY are represented by Ment written near the end of the stroke; as,



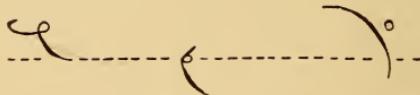
fundamental, instrumentality

SHIP is represented by Ish joined or disjoined; as,



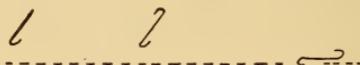
friendship, ownership, hardship, membership

SOEVER is represented by Iss-Vee joined, and Iss disjoined; as,



whencever, whosoever, whithersoever

FUL and FULLY may be represented on full length straight line consonants by the F-Hook; as,



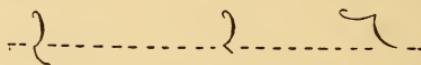
joyful, cheerfully, carefully

THEIR, THERE and THEY-ARE may sometimes be represented by a heavy tick, called the Dher-Tick, written in the direction of Bee or Jay; as,



because-they are were-you-there

A word sign may be used to represent a suffix; as,



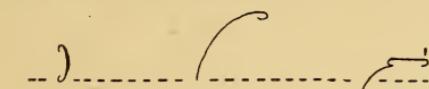
thereafter, thereto, whenever

In order to distinguish "Of" from "To," "Of" is disjoined; as,



thereof

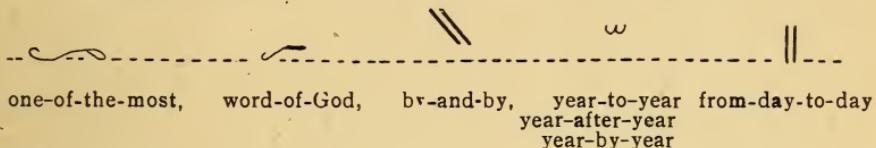
ON is sometimes represented by the N-Hook; as,



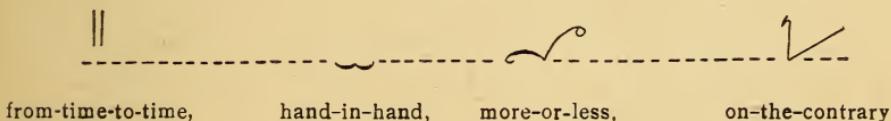
thereon, later-on, lookeron

PHRASES.

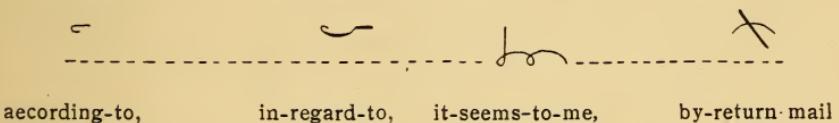
Phrases may be formed by the omission of any word which can be readily supplied to make complete sense; as,



one-of-the-most, word-of-God, by-and-by, year-to-year from-day-to-day
year-after-year
year-by-year

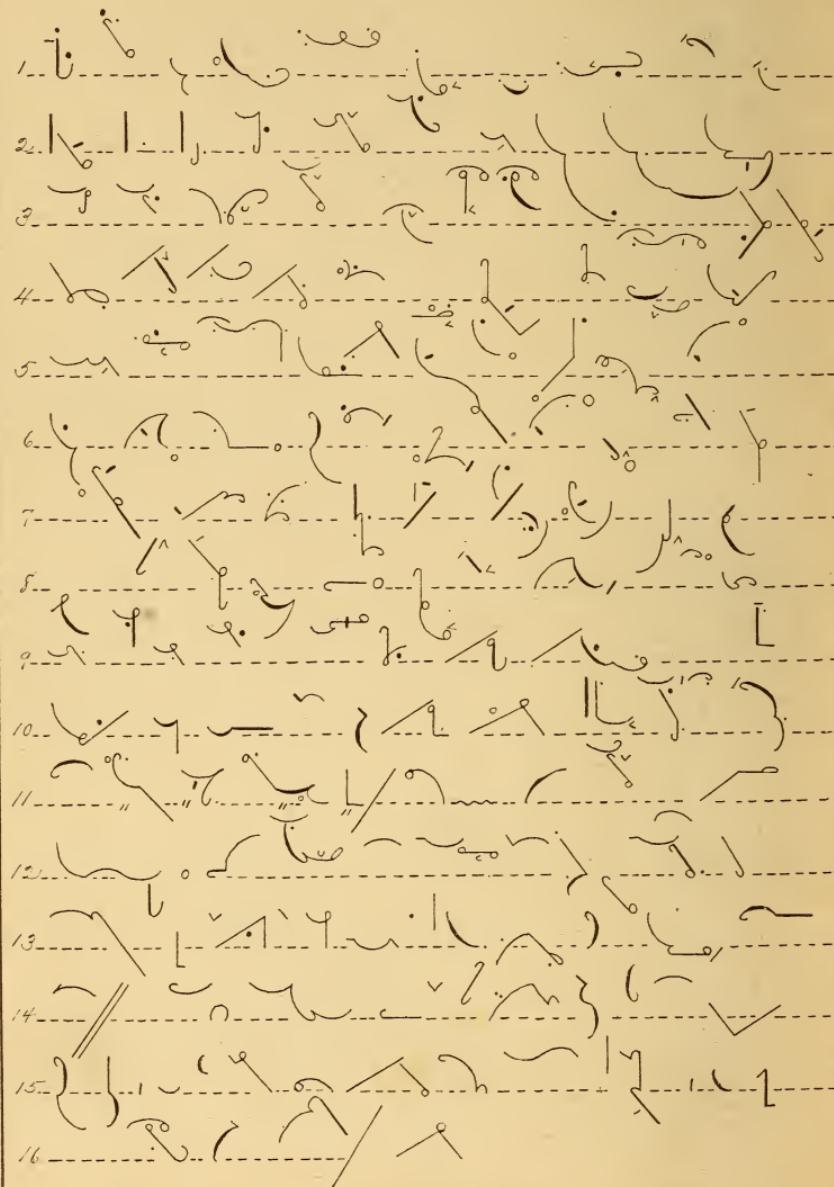


from-time-to-time, hand-in-hand, more-or-less, on-the-contrary



according-to, in-regard-to, it-seems-to-me, by-return-mail

LESSON XV.



LESSON XV.

Write the following words and letter in shorthand:

1	accomplice	35	incumbent	69	burdensomeness
2	accompany	36	incommode	70	wherefore
3	afternoon	37	magnify	71	knowingly
4	circumference	38	misconception	72	heedful
5	self-denial	39	miscompute	73	helpful
6	conceit	40	noncontagious	74	endearingly
7	communicate	41	post office	75	needlessness
8	contravene	42	postman	76	heedlessness
9	countersign	43	postal card	77	lawlessness
10	contribute	44	reconsider	78	helplessness
11	discommode	54	recognize	79	helpfulness
12	interview	46	reconnoiter	80	sinfulness
13	interpose	47	self-evident	81	amazingly
14	intercourse	48	self-conceit	82	listlessness
15	intermission	49	self-improvement	83	posterity
16	interchange	50	transpose	84	supplemental
17	introduce	51	translation	85	instrumental
18	foreseen	52	translator	86	regimental
19	transplant	53	decomposition	87	monumental
20	unrecompensed	54	disconnection	88	forcibleness
21	unconscious	55	disconcert	89	theology
22	foresworn	56	counterbalance	90	physiology
23	undertake	57	counterpart	91	courtship
24	altogether	58	contravention	92	wheresoever
25	magnitude	59	magnifyer	93	truthfully
26	selfish	60	magnified	94	hatefully
27	recommend	61	disparity	95	respectively
28	foreclose	62	sensible	96	charmingly
29	self-knowledge	63	accountable	97	cognition
30	self-same	64	knowableness	98	contraband
31	intertwine	65	serviceableness	99	non-concur
32	continue	66	carefulness	100	non-content
33	aforesaid	67	watchfulness		
34	inconvenience	68	gladsomeness		

Dear Friend,—I received a postal from the postmaster this afternoon, in which he said there was a letter of mine in the post office undelivered for the want of a stamp, and upon applying at the office, I found it was one I had sent you several days ago in reply to your request for a recommendation, and I enclose with this what I think will be serviceable to you.

I trust that you will meet with success in your new enterprise, and hope the same will grow into popularity with the people. In your transactions, I want you to recognize my friendship for you is such that you will feel at perfect liberty to call upon me for any assistance I may be able to render.

I had an interview with one of the most sensible business men in your township the other day in which I mentioned your plan, and he was amazingly taken with it even in its present incomplete state, and thinks he can use it in his own business quite profitably, so it is self-evident it will make friends wherever introduced.

If you will pardon this effusive epistle, I will promise most positively to refrain in the future from forcing myself to your notice on this subject.

Yours fraternally,

SHORTHAND NOMENCLATURE.

The figures 1, 2 and 3 denote first, second or third position, while 4 indicates that the stroke is written entirely below the line commencing at the line of writing.

The hyphen written between strokes denotes that the strokes are to be joined.

The colon denotes that the strokes are to be disjointed and written near the other portion of the word.

The dagger denotes that the stroke following is to be written through the preceding one.

WORD SIGNS, CONTRACTIONS AND PHRASES.

A

A, an, and Dot²
 ability Blet¹
 able Bel²
 able to Blet²
 able to have Blef²
 about Bet⁴
 abstract Bee³-Ster
 abundant Bend²
 accept Spet³
 accession Kayseshon²
 accident Sdent²
 accord-ed-ance-ing-ly Kred¹
 accounted Kent²
 accurate Kret³
 acknowledge-ment Kay-Jay²
 acknowledged Kay—Jed¹
 accuracy Ker³
 accusation Kayseshon³
 acquaint-ed-ance Kay²-Net
 acquisition Kayseshon¹
 active-ly-ity Kaytive³
 addition Deeshon³
 administer Dee³-Ster
 administration Dee³-Stershon
 admonish Dee³-Men
 advance Def³
 advancement Des³-Ment
 advantage Jay²
 advertise-d-ment-er Dee³
 affect Ef³
 affection Efshon³
 affliction Efshon³
 after Fet²
 afterward Fet²-Werd
 again Gen²
 agency Jay²-Es
 aggregate Ger²-Gay
 ago Gay²
 all Betoid¹
 all of, have Beftoid¹
 all right Betoid¹-Ray-Tee
 all the Betoid¹-Chetoid
 almost Betoid¹-Emst
 alone Len²

along Ing³
 already Detoid¹
 although Betoid¹-Dhee³
 altogether Betoid¹-Gay
 also Lay²-Es
 always Lay²-Ways
 am Em²
 am not Ment²
 America Em²-Kay
 American Em²-Ken
 amount Ment²
 and a Ketoid²-Tetoid
 and all, and will Keltoi²
 and but Ketoid-Tetoid²
 and he Ketoid-Chetoid²
 and should Ketoid-Chetoid²
 and the Ketoid²-Chetoid
 angel Jel²
 angelic Jel²-Kay
 annual Nel³
 another Enther²
 another one Enther²
 anterior En³
 any one Nen¹
 any En¹
 anybody En-Bed¹
 any other Enther¹
 any other one Enther¹
 anything En¹-Ing
 anywhere En-Wer¹
 appear Per¹
 appeared Pret¹
 appearance Prens¹
 appertain Pee³-Ret-En
 appliance Plens³
 applicable-ity Pel³-Kay
 applicant Plent³
 application Pelshon³
 apply Pel³
 applied Pled³
 apportion-ment Pee³-Rashon
 apprehend Prend³
 apprehension Pren³
 apprehensible Prens³

approbation Per ³ -Beeshon	at Tee ³
appropriation Per ² -Pershon	at all Tel ³
approve Pref ³	at all times Tel ³ -Tees
approved Preft ³	at any rate Tee ³ -Nert
April Prel ²	at first Teest ³
arbitrary Ar ³ -Bet	at hand Tend ³
are Ar ²	at least Telst ³
are not Arnt ²	at length Tlen ³
arrange-ment Ray ² -En-Jay	at one Ten ³
arrive Ref ¹	at once Tens ³
arrived Reft ¹	at our Ter ³
are of, are to have Ref ²	at our own Tren ³
as Iss ²	attain Ten ³
as a Iss-Ketoid ²	attainment Tee ³ -Ment
as is Ses ²	attend Tend ²
as has Ses ²	attract Ter ³
as it Zet ²	attraction Tershon ³
as it were Ster ³	attractive Tref ³
as not Sent ²	authority Tret ¹
as soon as Ses-Ens ²	average Vee ³ -Jay
as the Iss ² -Chetoid	averse Vers ³
as there, as their Zeether ³	aversion Vershon ³
as to a Iss ² -Tetoid	avert Vert ³
as to the Iss ² -Petoid	avoid-ed-ance Ved ¹
assemble-y Es ² -Em	avocation Veeshon ³
assignment Es ¹ -Ment	aware Wer ³
assist-ed-ance Es ² -Steh	away Way ³
association Es-Iss-Eshon ²	awe Detoid ¹
assure Sher ²	awe of Deftoid ¹
assurance Sher ² -Ens	ay I ¹
astonish-ed-ment Est ¹	aye I ¹

B

Bachelor Chler ³	begun Gen ²
balance Blens ³	behind Bend ¹
bank Bee ³ -Ing	behold Bled ²
banker Bee ³ -Inker	belief Blef ²
be Bee ²	believe Bel ²
been Ben ²	belong Bel ¹
been there Beedher ²	Benjamin Bee ² -En-Jay
beauty-iful Bet ²	better Bet ² -Ray
because Kays ¹	better than Bet ² -Ren
become Bee ² -Kay	between Bet ¹ -Wen
before Bef ²	beyond Yuh ¹
began Gen ³	body Bed ¹
begin Gen ¹	bounty-iful Bent ³

brethren Bren³
 brother Ber³
 build-t Bled¹
 business Bees¹
 but Tetoid²
 but all Teloid²
 but are Treloid²
 but are not Trentoid²

but not Tentoid²
 but will Teloid²
 but will not Tlentoid²
 by Bee¹
 by all Bel¹
 by his, by us Bees¹
 by our Ber¹
 by return mail Bee¹ Em¹

C

Calculate-d-tion Kel³
 California Klef¹-Ray
 call Kel¹
 call forth Klef¹
 call your attention Kel-Yay²-Enshon
 called Kled¹
 can Ken²
 cannot Kent¹
 capable-y Kay-Bel²
 capability Kay: Bee²
 capacity-cious Kay-Pee²
 capital-tol Kay-Pet³
 captain Kay-Pet³
 care Ker²
 cared Kred²
 careful Kref²
 carpenter-y Ker-Pent²
 certain Iss-Ret²
 certificate Iss-Ret¹-Ef
 certify Iss-Ret²-Ef
 cessation Ess²-Iss-Eshon
 chair Cher²
 change Chay²
 character Ker²-Kay
 characteristic Ker²-Kayst
 charge Chay³
 charity Chert³
 cheer Cher¹
 cheerful Cherf¹
 child, childhood Chelt¹
 children Chel²
 christian-ity Kren¹
 christianize Krens¹
 circumstance Stens³
 circumstantial Sten³
 citizen Stee¹
 clear Kler¹
 clerk, clerical Kler²

Co. Kay²
 come Kay²
 combination Ben¹
 combine Ben¹
 comfort Ef²-Ret
 commence Ens²
 commencement Ens²
 commerce Kay²-Mers
 commercial Kay²-Mer
 common Kay¹
 commonest Kayst¹
 company Pee²-En
 collateral Kay²-Layter
 collect Kel²-Kay
 color Kler²
 complete Plet¹
 completion Pelshon¹
 complied Pled¹
 comply Pel¹
 compliance Plens¹
 complexion Pelshon²
 comprehend Prend²
 comprehension-ible-ity-ive Pren²
 concern Sarn²
 conclude Kled³
 conclusion Kelshon³
 conclusive Kels³
 condition-al Deeshon²
 conform Con Dot Fer¹
 consequence Skens¹
 consequent Skent¹
 conservative Iss-Ray²-Vee
 consider Sder²
 considered Sdred¹
 consideration Sdershon²
 consist Ses-Tee¹
 consistency Ses-Ten¹
 constancy Sten¹

constant Stent ¹	conversion Vershon ¹
constituent Steh-Tent ¹	convert Vert ¹
constitution Steh-Teeshon ²	correct Ker ¹
construct Ster ²	correction Kershon ¹
construction Stershon ²	correspondent Ker-Spend ¹
constructive Stref ²	could Ked ²
consume Sem ³	could not Ked ² Net
consumed Smed ³	country Kay ²
consumption Semption ²	countryman Ken ³
contain Ten ¹	countrymen Ken ²
contained Tend ¹	county Kent ²
contemplate-ation Tee ² -Emp	countenance Kent ³
contents Tents ¹	course Kers ²
contingency Tee ² -En-Jay	court Kret ²
contract Ter ²	cover Kef ²
contraction Tershon ²	creature Kret ¹
contradict Dee ¹	creation Kershon ²
contradiction Deeshon ¹	cross examination Ker ² -Smen
contrive Tref ¹	cross examined Ker ² -Smend
control Trel ²	cure Ker ³
convenience Ven ¹	cured Kret ³
convenient Vent ¹	curious Kers ³
conviction Veeshon ¹	

D

Danger Jer ²
dangerous Jers ²
dark Der ³
darkness Drens ³
dear Der ²
December Dees ² -Em
defendant Dee ²
defense Def ²
deficient-cy Dee ² -Ef-Shay
degree Ger ¹
delight-ed Dlet ¹
delinquent Dlen ¹
delinquency Dlen ¹
deliver Del ²
denominate-tion Den ¹
depend-ent-ence-y Dee ² -Pend
derive-ation Dref ¹
derision Dershon ¹
derogatory Der ² -Get
describe Sker ¹
description Skershon ¹
descriptive Skref ¹
deserve Dees ² -Ray

designate Dees ² -Gay
destruction Dee ² -Stershon
diameter Dee ² -Emter
did Ded ¹
did not Dent ¹
differ-ent-ence Def ²
difficult-y Kel ²
direct Der ²
direction Dershon ²
director Der ² -Ter
directory Der ² -Ket
disadvantage Dees ² -Jay
discharge Dees ² -Chay
discover Dess ² -Kef
discrepancy Dees ² -Kay-Pee
distinct-ion Deest ²
distribution Deester ² -Beeshon
divine-ity Def ¹
do Dee ²
doctor Der ¹
doctrine Dren ¹
dollar Dee ¹
domestic Dee ² -Ems-Kay

done Den²
 do not Dent²
 down Den²
 down there Deedher³

duration Dershon³
 during Der³
 during all Drel³

E

Each Chay¹
 each are Cher¹
 each of Chef¹
 each one Chen¹
 each will Chel¹
 east Est¹
 eastern Ester¹
 eccentric-ity Kays²-Enter
 economy-ic-ally Ken¹-Em
 effect Ef²-Kay
 efficient Ef²-Shay
 either Dher¹
 electro-ic-ity El²-Kay
 emphatic-ally Em-Fet²
 endeavor En-Def²
 engagement En-Gay-Jay²
 England Ingend¹
 English Ing¹
 enter-Enter²
 entertainment Ent-Tee²-Ment
 enthusiast-ic-m En-Ith²-Ses
 entire Enter¹
 entitle En-Tee¹
 envelope En-Vee²-Pee
 equal-ly Kel¹
 equalled Kled¹
 equivalent Kay-Vee²
 especial-ly Es²-Pee
 essential Es²-En
 establish-ed-ment Est²
 eternal Trer²
 eternity Tren²
 evangel-ical Jel³
 even Ven¹
 ever Vee¹
 every Ver²
 every one Vern²
 evident-ce-ly Ved²
 exact Sket³
 exaction Skayshon³
 exaggerate-d-Sjert²

examine-ation Smen²
 example Semp³
 exasperate-ed-ation Ses-Pee³
 exceed-ing-ly Sdee¹
 except Spet²
 exception Speeshon²
 exchange Kays-Chay²
 exclude Skled²
 exclusion Skelshon²
 exclusive Skels²
 excuse Skays³
 executor Kays²-Ray
 exemplify-ied Semp²
 exercise Kayses²
 exhibit Sbet¹
 exhibition Sbeeshon¹
 existence Ses-Tens²
 exist Ses-Tee²
 expand Spend³
 expansion Spen³
 expanse Spens³
 expend-iture Spend²
 expense Spens²
 expensive Spen²
 expect-ation Spee²
 experience Sprens²
 experiment Sper²-Ment
 explain-ation Splen²
 explicit Spels¹
 explore-ation Spler²
 express Spers¹
 expression Spershon¹
 exquisite Skays¹
 extemporaneous Stemp²
 extend-t Stend²
 extension Sten²
 extenuation Sten²-Shen
 exterior Kayst²
 external Ster¹
 extinction Kays-Tee²
 extinguish Kays-Tee²

extract Ster³
 extraction Stershon³
 extraordinary Ster²-Ard
 extravagant Stref²

extreme Ster²
 extremity Ster²-Tee
 extrinsic-al Stren¹
 eye I¹

F

Fact Ef²
 faculty Ef²-Klet
 fail Fel²
 failure Fler²
 fall Fel¹
 fallen Flen¹
 false Fels¹
 familiar Ef²-Em
 family Mel³
 farther Ferdher²
 fashion Efshon²
 fault-y Flet¹
 favor Ver³
 feature Fet¹
 February Ef²-Bee
 feel Fel¹
 fell Fel²
 fellow Fel²
 few Ef³
 fiction Efshon¹
 fill Fel¹
 financial Fen²-En
 first Steh Loop²
 flexion Felshon²
 Florida Fler¹-Dee
 follow Fel¹
 follower Fler¹
 fool Fel³
 for Ef²
 for all Fel²

for all our Fler²
 forever Ef²-Vee
 for his, for us Efs²
 for instance Ef²-Stens
 for one Fen²
 for our Fer²
 form Fer¹
 formal Fer¹-Lay
 former Fer¹-Ar
 formation Fershon¹
 fortune-ate Ef¹-Ret
 forward Ef²-Werd
 found-ed-ation Fend³
 fraction Fershon²
 frank-ness Fer³-Kay
 Franklin Fer³-Klen
 fraternal-ly Fertern²
 free Fer²
 frequency Fren¹
 frequent Frent¹
 from Fer²
 from one Fren²
 from time to time Tee:Tee¹
 fruition Fershon³
 full-y Fel²
 furnish Fren²
 furniture Fren²
 further Ferdher²
 further than Ferdhern²
 future-ity Fet³

G

Gave Gef²
 general-ly Jen²
 gentleman Jent²
 gentlemen Jent¹
 geography Jay²-Ger
 give-n Gay¹
 go Gay²
 glory-fy-ied Gel²

glorification Gelshon²
 glorious Gels²
 God Ged¹
 good Ged²
 govern-ed-ment-al-or Gef²
 great Gret²
 grand-eur Grend³
 guilt-y Glet¹

H

Habit Bet ³	herself Ars ¹
had Dee ³	hereafter Reft ²
had not Dent ³	heretofore Ret ² -Ef
half Ef ³	hesitate-ancy-ation Zet ²
happy Pee ³	high I ¹
happen Pen ³	highly Petoid ¹ -Lay
happiest Peest ³	higher Ar ¹
happiness Pens ³	him Em ²
has Iss ²	himself Ems ²
has as Ses ²	his Iss ¹
has it Zet ²	his is Ses ¹
has known Snen ²	holy Hay ³
has not Snet ²	home Em ³
have Vee ²	hope Pee ³
have been Ven ²	hopeful-ly Pef ³
having been Ven ²	hope to have Pef ³
he Retoid ²	how Retoid ³
heard Ard ²	how the Retoid ³ -Chetoid
her Ar ¹	however Vee ³
hear Ar ¹	hundred-th End ²
here Ar ¹	

I

I Diphthong ¹	in En ¹
I am, I may Petoid ¹ -Em	in all Nel ¹
idle-ness Del ¹	inconsiderate In-Sdret ¹
identical-ly Ded ² -Kel	inconsistent En-Ses-Tent ¹
if Ef ¹	indemnify-ity End ¹ -Em
if all our Fler ¹	indiscriminate Ends ¹ -Kay
if his Efs ¹	indispensable Ends-Pens ²
if one Fen ¹	infer En-Ef ²
if it Fet ¹	inferior En-Ef ¹
ignorance Nerns ¹	influence Ens ¹
ignorant Nernt ¹	influenced Enst ¹
imagine-ation Jen ³	influential En-Shel ¹
imagined Jend ³	initial-ly En-Shel ²
immaterial-ly Emter ¹ -Lay	inform En-Fer ¹
immediate-ly Med ¹	information Enshon ¹
immoral Mer ¹	inhabitant En-Bet ²
immortal-ity Mert ¹	in one Nen ¹
importance-ant Emp ¹	in order Nerd ¹
impatience Empshons ²	in order that Nerd ¹ -Dhet
improve-d-ment Emp ²	in order to Nerd ¹ -Petoid
impossible-ity Emps ¹	in our Ner ¹
improper Em-Per ¹	inquire-y En-Wer ¹

in reference Ner-Ef ²	irrational Rayshon ¹
in regard Ner ¹ -Ged	irregular-ly Ar ² -Gay
in reply Ner-Pel ¹	is Iss ¹
in respect Ner ¹ -Spee	is a Sketoid ¹
inscription In-Skershon ¹	I said Retoid-Sdee ²
instinct, inst. Enst ¹	is his Ses ¹
instruct In-Ster ²	is it Zet ¹
instruction In-Stershon ²	is known Snen ¹
instructor In-Ster ² -Ter	is not Snet ¹
instructive In-Stref ²	is said Ses-Dee ²
insure-ance En-Sher ²	is the Iss-Chetoid ¹
intelligence Ent-Jens ²	is to Iss-Petoid ¹
intelligible Ent-Jay ² -Bel	is there Zeedher ¹
intelligent Ent-Jent ²	issue Ish ³
interest Ent-Stee ²	it Tee ²
interfere Ent-Ef ¹	it is Tees ²
interior Ent ¹	it has Tees ²
internal-ly Ter ¹	its Tees ²
in their own Enthern ¹	itself Tees ³
into En-Tee ²	it will Tel ²
invent-ed-ory En-Vent ²	it will not Tlent ¹
Iowa Way ¹	I will Petoid ¹ -Lay

J

January Jay ² -En	junior Jen ³
Jesus Jay ²	jury Jer ³
June Jen ³	just-ice Jayst ²

K

kind-ly Kend ¹	know En ²
kingdom Kay ¹	knowledge En-Jay ²
knew En-Chetoid ²	known Nen ²

L

language Ing ²	liberty Ber ¹
large Jay ³	little Let ¹
larger Jer ³	locality Lay ² -Klet
learn Len ²	long Ing ³
legislature-ive-ion Lay ² -Jay	longer Inger ³
legitimate Lay ² -Jet	longer than Ingern ³
length Ing ³	Lord Ard ¹
let Let ²	lumber Lay ² -Ber
let us Lets ²	

M

Made Med²
 make Em²
 make his Ems²
 man Men²
 manner Ner²
 manuscript Em-En-Skay-Pet²
 Massachusetts Ems-Chay³
 material-ly Emter²-Lay
 matter Emter²
 may Em²
 may be Emb²
 may have been Emben²
 may not Ment²
 me Em¹
 measure-ment Zher³
 meet Met¹
 member Ber²
 men Men¹
 mental-ity Ment²
 mention Emshon²
 mercy-iful Mer²
 mere-ly Mer¹
 Messrs. Ems²-Rays

method Em-Thed²
 mighty Met¹
 million Mel¹
 mind-ed Mend¹
 moral-ly-ity Merl²
 more Mer²
 more or less Mer²-Lays
 more than Mern²
 morning Men¹
 mortal-ity Mert²
 mortgage Merl-Gay
 movement Ment³
 Mr. Mer¹
 Mrs. Ems-Es²
 much Chay³
 much will Chel³
 multitude Melt²
 multiply-ied Melt²
 must be Ems²-Bee
 must have Ems²-Vee
 my Em¹
 myself Ems¹

N

Nature Net²
 naturally Net²-El
 near Ner¹
 nearly Nerl¹
 Nebraska En-Bee³
 necessary-ily En-Ses²
 need Ned¹
 neglect En²-Gay
 negligent En²-Gel
 neither Enther¹
 Nevada En-Vee³
 never En-Vee²
 nevertheless En[†] Vee²
 new En-Chetoid²
 next Enst²
 no En²
 nobody En²-Bed
 none Nen²
 no less Nels²

no one Nen³
 no other Enther³
 no other one Enthern³
 nor Ner¹
 north Ner¹
 northern Nerthern¹
 North America Ner¹-Em
 North Carolina Ner¹-Ker
 not Nett¹
 nothing En-Ith²
 notify Net-Ef²
 notification Net-Efshon²
 notwithstanding En[†] Tee²
 November En-Vee²
 now En-Petoid²
 nowhere En²-Wer
 number Ber³
 number of Bref³

O

O Detoid ²	onward Retoid ¹ -Werd
obedient Bed ¹	operate Pret ¹
object-ed Bee ²	operation Pershon ²
objection Beeshon ²	opinion Nen ¹
objective Beetive ²	opportunity Pret ²
obligation Belshon ²	opposition Peeseshon ¹
observe Bees ² -Ray	oppression Pershon ³
obstruct Bee ² -Ster	or Tetoid ¹
obstruction Bee ² -Stershon	or a Tetoid ¹ -Ketoid
occurred Kred ²	order Arder ¹
occurrence Krens ²	ordinary Ard ¹
October Ket-Ber ²	organ Gen ¹
of Petoid ¹	organize Gens ¹
of a Petoid ¹ -Tetoid	or if Teftoid ¹
of all Pletoid ¹	ornamentation Renseshon ¹
of course Petoid ¹ -Kers	or not Tentoid ¹
offer Fer ²	or the Tetoid ¹ -Retoid
offered Fred ¹	other Dher ³
of his Petsoid ¹	ought Jetoid ¹
of us Petsoid ¹	our Ar ³
of it Vet ¹	ourselv Ars ³
often Fen ²	ourselves Arses ³
of the Petoid ¹ -Chetoid	out Tee ³
of their Veedher ¹	out of Tef ³
oh Detoid ²	over Ver ¹
Ohio Hay ¹	owe Detoid ²
on Chetoid ¹	own En ³
one Wen ²	owned End ³
one of the most Wen ² -Emst	owner Ner ³
on the Retoid ¹ -Chetoid	organization Genseshon ¹
on the contrary Chetoid-Ter ² -Ray	original-ly Ray ¹ -Jen
only Nel ²	or have Teftoid ¹
only as Nels ²	

P

Parallel Prel ²	perfection Pershon ¹
parliament-ary Prel ³	perform-er Per ² -Fer
particular Pert ¹	perhaps Per ² -Pees
party Pee ³	permanent Per ² -Men
patent Pee ³	pernicious Pren ¹
peculiar Pee ² -Kay	person Pers ²
Pennsylvania Pees ² -Vee	Philadelphia Fled ² -Ef
people Pel ²	phonography Fen ²
per annum Per ² -En-Em	phonographer Fen ² -Ray
perfect Perf ¹	plaintiff Plent ²

platform Plet ² -Fer	privilege Per ¹ -Vel
pleasure Zher ²	probable-bly Per ² -Bee
plenty Plent ²	professor Perf ²
portion Peeshon ²	profit Prefit ¹
position Peeseshon ²	promulgate Mel ²
possession Peeseshon ³	proof Perf ²
possible Pees ¹	prove Perf ²
posterior Pees ²	prominent-ence Per ¹ -Men
poverty Pef ¹	proper Per ¹
practice-al-ly Per ³	propriety Per ¹
practicability Per ³ -Ket	property Per ¹ -Pee
preliminary Prel ¹	proportion Per ² -Peeshon
preserve Pees ² -Ray	public Pee ² -Bee
pretty Pret ²	punish-ment Pen ²
prevalence Per ² -Vel	purpose Pee ² -Pees
principal-ple Per ²	put Pet ⁴

Q

Quality Klet ¹
quantity Kent ¹
quarter Kay ¹ -Werter

question Ken ²
quit Ket ¹
quite Ket ¹

R

Rapid Ray ² -Ped
rather Rayther ²
ration Rayshon ³
read Ard ¹
real Rel ¹
realize Rel ¹
realization Releshon ¹
reciprocate Rays ² -Per
recollect Ray ² -Kel-Kay
recover Ray ² -Kef
reduction Ray ² -Deeshon
refer-red-ence Ray ² -Ef
reformation Rayshon ²
regular-ly Ray ² -Gay
relate-tive-ion Rel ²
relaxation Relseshon ²
religion Jen ¹
religious Jays ²
rely Rel ¹

remark Mer ¹
remarkable Mer ¹ -Bel
remember Ber ²
remembrance Brens ²
repeat-ed-ly Ray ¹ -Pet
represent-ed Ray ² -Pee
representation Ray ² -Peeshon
representative Ray ² -Peetive
republic Ray ² -Pee-Bee
republican Ray ² -Pee-Ben
repute-d-ation Ray ³ -Pet
require Ray ¹ -Ker
resemble Ars ² -Em
reserve Rays ² -Ray
resignation Rays ² -Gay
revelation Layshon ²
reveal-ed Ref ¹
revolution Layshon ³
rule Rel ³

S

Said to have Iss-Def ²	so as to Es-Iss ² -Petoid
sample Semp ³	so far Es ² -Ef
satisfaction Steeshon ³	sold Seld ²
satisfy-ied-actory Stee ³	somebody Semb ²
Saturday Ster ³	some one Smen ²
Savior Svee ²	some other Semther ²
saw Es ¹	some other one Semthern ²
say Es ³	something Sem ² -Ing
see Es ¹	sometime Smet ²
scale Skel ²	somewhat Smet ¹
scholar Skler ¹	soon Sen ²
school Skel ³	south Sith ²
scripture Sker ¹	South Carolina Sith ² -Ker
secession Ses-Shen ²	southeast Sithst ²
seclude Skled ³	southwest Swayst ²
seclusion Skelehon ³	southern Sdhen ²
secular Skler ²	speak Spee ¹
seclusive Skels ³	special-ly-ity Spee ³
secret Skret ¹	specification Speeseshon ³
secretary Skret ²	spirit Spret ¹
secure Sker ³	spiritual-ly Sper ¹
secured Skred ³	spiritualize Spers ¹
security Skred ³	spiritualization Sperseshon ¹
seldom Seld ²	splendid-ly Splend ²
separate Spret ²	spoken Spen ¹
September Spet ²	standard Sted ² -Ard
set forth Stef ²	station Steeshon ²
set off Stef ¹	Standard Phonography Steh-Fen ²
several-ly Svee ²	stenography-er-ic Steh-En ²
shall Ish ²	step by step Steh-Pee ² -Steh
share Sher ³	stockholder Steh-Kay ¹ -Elder
she Ish ¹	strange Stren ²
should Chetoid ²	stranger Ster ² -Jer
should a Retoid ² -Tetoid	subject Sbee ²
should the Retoid ² -Chetoid	subjection Sbeeshon ²
should he Retoid ² -Chetoid	subjective Sbeetive ²
signify-ied-cant-ature Sgay ¹	sublime Sbel ¹
similar-ly Sem ¹	subordinate Sbee ¹
simple-y Semp ¹	subsequent-ly Sbent ²
single Sing ¹	success-ful-ly Skayses ²
singular Sgler ¹	sufficient-ly Sef ² -Shay
sister Ses-Ter ²	suffocation Sefshon ²
situation Steeshon ¹	suggest-ed-ion Sjay ²
skill Skel ¹	superintend-ed-ent Sprent ³
sk'llful Sklef ¹	superior-ity Spee ¹
so Es ²	superlative Sprel ²

supplication Spelshon ²	surprise Spers ²
supply Spel ²	survive-al Iss-Ray ¹ -Vee
supposition Speeseshon ²	suspect Ses-Pee ²
suppress Spers ³	suspicion-cious Ses-Pee ¹
suppression Spershon ³	sustain Ses-Ten ²
supreme Sper ²	suspend Ses-Pend ²
supremacy Sper ²	suspension Ses-Pen ²
sure Sher ²	synonym Snen ¹
surplus Spels ²	system Ses-Tee ²

T

Take Tee ²	though Dhee ³
taken Ten ²	thou Dhee ³
technical-ly Tee ² -Kay	thousand Ith ³
telegraph-ic-gram Tel ² -Ger	thought Thet ¹
tell Tel ²	through Ther ²
testify Tees ² -Ef	throughout Thret ²
testimony Tees ² -Em	through one Thren ²
Texas Teeses ²	thus Dhees ³
than Dhen ³	thy Dhee ¹
thank Ith ³	thyself Dhees ¹
that Dhet ¹	till Tel ²
that there Deedher ¹	till it Tlet ¹
the Dot ¹	time Tee ¹
thee Dhee ¹	to Petoid ²
their Dher ²	to a Tetoid ⁴
there Dher ²	to all Pletoid ²
them Dhee ²	to be Bee ³
themselves Dhee-Ses ²	to come Kay ⁴
then Dhen ²	to-day Dee ⁴
the other Dheedher ²	together Gay ²
the other one Dheedhern ²	to give Gay ⁴
therein Dher ² -En	to have Peftoid ²
thereon Dhen ²	to his, to us Petsoid ²
thereof Dher ² : Petoid ¹	to our Pretoid ²
thereto Dher ² -Petoid	to the Petoid ⁴
theretofore Dher ² -Retoid-Ef	tolerate-ation Tler ²
these Dhees ¹	told Tlet ²
they Dhee ²	to-morrow En ⁴ -Ray
they are Dher ²	to Betoid ²
they will Dhel ²	two Betoid ²
thine Dhen ¹	took Tee ³
thing Ing ¹	toward Tred ²
think Ith ²	transaction Trenseshon ³
this Dhees ²	transcript Ters ² -Kay-Pet
this is Dnee-Ses ²	transcribe Ters ¹ -Kay
those Dhees ³	transfer Ters ² -Ef

transform Ters²-Fer
transgress Ters²-Gays
transient Tershont²
trial Trel¹

true Ter³
truth Ter²
truthful-ly Tref²

U

Under End²
understand End-Stend²
understood End-Sted²
undertake End-Tee²
undertook End-Tee³
uniform En-Fer³
United States Eneses¹
universe-al Vers²
unless Nels¹
until Tel³

until after Tleft³
until it Tlet³
unto En-Tee² Vocalized
up Pee²
upon Pen²
us Es³
use Es³
use Zee³
usual-ly Zhay²

V

Value Vel³
valued Vled³
valuation Velshon³
version Vershon²
very Ver²

Virginia Vee¹-Jay
virtue Vert²
visible Vees¹
vocation Veeshon²
void-ed-ance Ved¹

W

Want Went¹
warm Wem¹
warrant-ed Wernt¹
was Zee²
way Way²
we Weh¹
we are Wer¹
we are in Wern¹
we are in receipt Wern¹-Rays-Tee
we are not Wernt¹
we are of Werf²
we know Wen¹
we may Wem¹
we may not Wemnt¹
went Went²
we were Weh'-Weh¹
we would Weh'-Weh¹
we will Wel¹
we will not Weint¹

well Wel²
were Weh²
were not Wernt²
what Wuh¹
whatever Tef²
whatsoever Tees²-Vee
what with Wuh¹ Wuh'¹
when Wen¹
whenever Wen-Vee²
where Wer²
whereon Wern²
wherever Wer²-Vee
whether Waydher²
which Chay²
whichever Chef²
which will Chei²
which will not Chlent¹
while Wel¹
who-m Jetoid²

whoever Jeftoid ²	within Dhen ¹
whole-ly Lay ³	without Dhet ²
why Way ¹	with our Wer ¹
William El ¹ -Em	with what Weh'Weh ¹
will-ing Lay ²	with you Weh'Yeh ¹
will not Lent ¹	woman Wemn ²
wish Ish ¹	women Wemn ¹
wished Isht ¹	wonder Wender ²
with Weh ¹	word Werd ²
withal Dhel ¹	work Wer ²
with all Dhel ¹	workman Wern ²
withdraw Dhee ¹ -Der	world Eld ²
withdrawal Dhee ¹ -Der-Lay	would Wuh ²
with him Wem ²	would we Wuh'Wuh ²
with me Wem ¹	would you Wuh'Yuh ²
with my Wem ¹	

Y

Yard Ard ³	you were Yeh'Weh ²
ye-Yeh ¹	you would Yuh'Wuh ²
year Yeh ¹	your Yay ²
yesterday Ester ²	your own Yen ²
yet Yeh ²	yourself Yays ²
yield Yeld ¹	yourselves Yayses ²
you Yuh ²	youth Ith ³

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